



GEARS

General Enterprise And Resource Support

REP300-KK
Commitment Control Reports

June 12, 2013

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REP300

REP300 Accessing GEARS Reports

KK Reports

Lesson Overview

This lesson will review the process for generating the appropriate Commitment Control reports in GEARS.

7.1 Reviewing Budget Activity via Online Inquiries


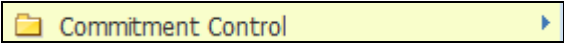

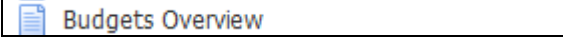
In this topic, you will use **Budgets Overview** inquiry pages to review budgets established in Commitment Control. Use the Budget Overview inquiry page to create a budget inquiry for Operating Budgets established for a budget period and monitor the activity against the budget including pre-encumbrances, encumbrances, and expenses.

After completing this topic, you will be able to:

- Create a Budget Overview Inquiry for future use
- View a summary of the existing Operating budget amounts for a budget period

Procedure

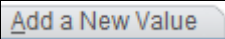
In this topic, you will use Budgets Overview inquiry pages to review budgets established in Commitment Control.

Step	Action
1.	Navigate to the Budgets Overview page. Click the Main Menu button. 
2.	Click the Commitment Control menu. 
3.	Click the Review Budget Activities menu. 
4.	Click the Budgets Overview menu. 


Training Guide

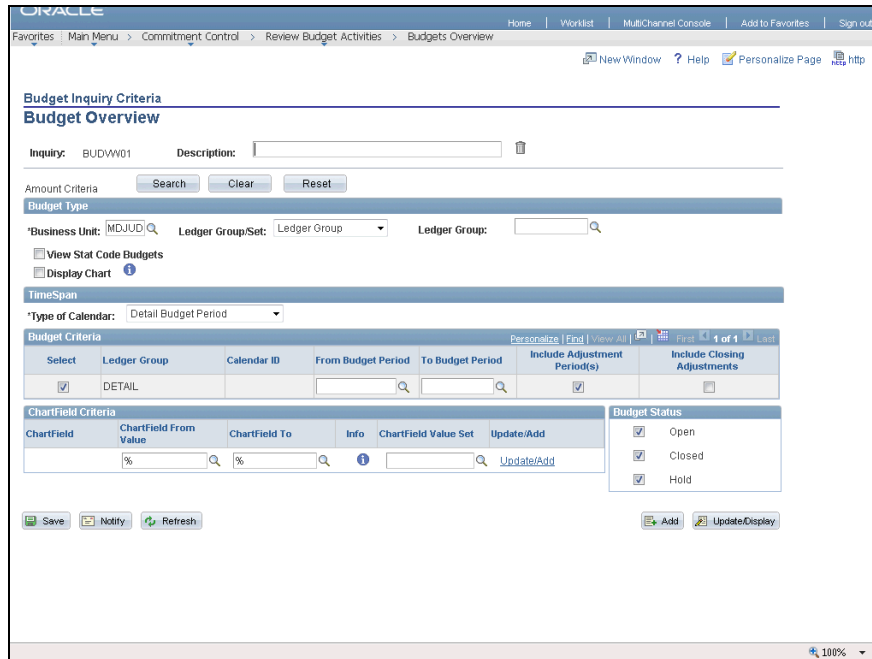
Commitment Control Reports


This screenshot shows the Oracle Budgets Overview search interface. At the top, there's a navigation bar with "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign out". Below this is a breadcrumb trail: "Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview". The main heading is "Budgets Overview". A sub-header says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown menu set to "begins with" and an adjacent text input field. At the bottom of this section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the very bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

Step	Action
5.	<p>The Budgets Overview search page displays.</p> <p>Click the Add a New Value tab.</p> <p></p>

This screenshot shows the Oracle Budgets Overview "Add a New Value" page. The navigation bar and breadcrumb trail are identical to the previous screenshot. The main heading is "Budgets Overview". The "Add a New Value" tab is now selected. Below the tabs is an "Inquiry Name:" label followed by a text input field. Below the input field is an "Add" button. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value". The bottom right corner of the page shows a zoom level of "100%".

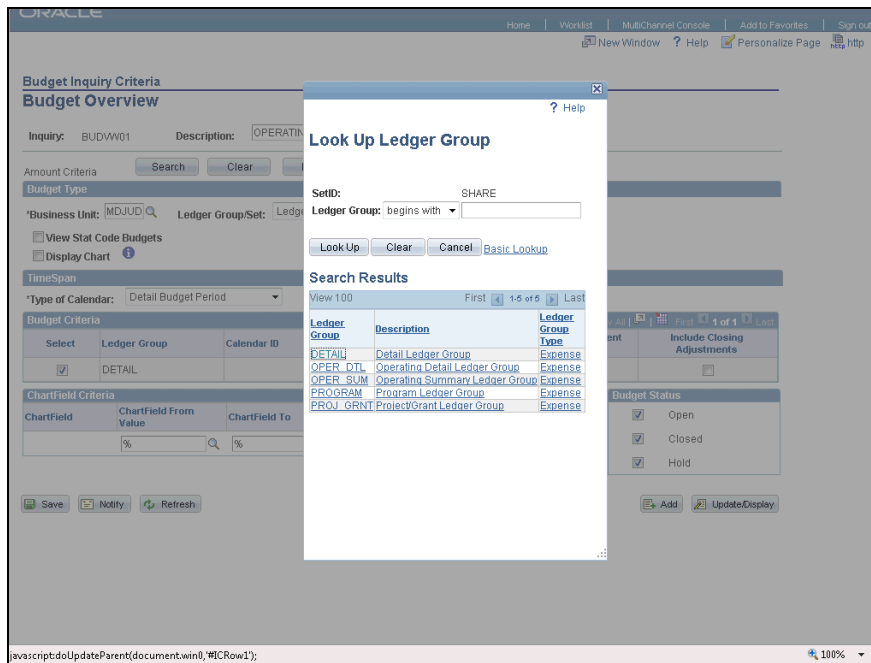
Step	Action
6.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Inquiry Name field. Enter "BUDVW01".</p>
7.	<p>Click the Add button.</p> 



Step	Action
8.	<p>The Budgets Overview page displays.</p> <p>Enter the desired information into the Description field. Enter "OPERATING BUDGET OVERVIEW".</p>
9.	<p>Click the Look up Ledger Group button.</p> 

Training Guide

Commitment Control Reports



Budget Inquiry Criteria
Budget Overview

Inquiry: BUDVW01 Description: OPERATING BUDGET OVERVIEW

Amount Criteria Search Clear

Budget Type

*Business Unit: MDJUD Ledger Group/Set: Ledger Group

☐ View Stat Code Budgets

☐ Display Chart

TimeSpan

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID
<input checked="" type="checkbox"/>	DETAIL	

ChartField Criteria

ChartField	ChartField From Value	ChartField To
	%	%

Save Notify Refresh

Look Up Ledger Group

SetID: SHARE

Ledger Group: begins with

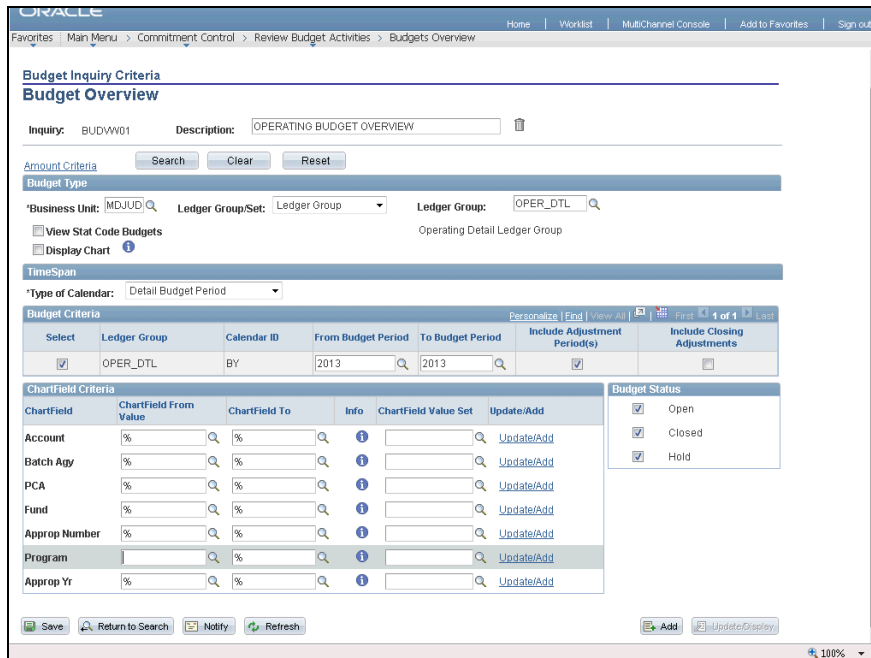
Look Up Clear Cancel Basic Lookup

Search Results

Ledger Group	Description	Ledger Group Type
DETAIL	Detail Ledger Group	Expense
OPER_DTL	Operating Detail Ledger Group	Expense
OPER_SUM	Operating Summary Ledger Group	Expense
PROGRAM	Program Ledger Group	Expense
PROJ_GRNT	Project/Grant Ledger Group	Expense

JavaScript:doUpdateParent(document.win0, "#CRow1");

Step	Action
10.	Click the OPER_DTL link. OPER_DTL
11.	Use the scrollbar to scroll down to the Chartfield Criteria Section of the page



Budget Inquiry Criteria
Budget Overview

Inquiry: BUDVW01 Description: OPERATING BUDGET OVERVIEW

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: MDJUD Ledger Group/Set: Ledger Group Ledger Group: OPER_DTL

☐ View Stat Code Budgets

☐ Display Chart

TimeSpan

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPER_DTL	BY	2013	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Batch Agy	%	%	i		Update/Add
PCA	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Approp Number	%	%	i		Update/Add
Program	%	%	i		Update/Add
Approp Yr	%	%	i		Update/Add

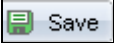
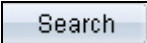
Budget Status

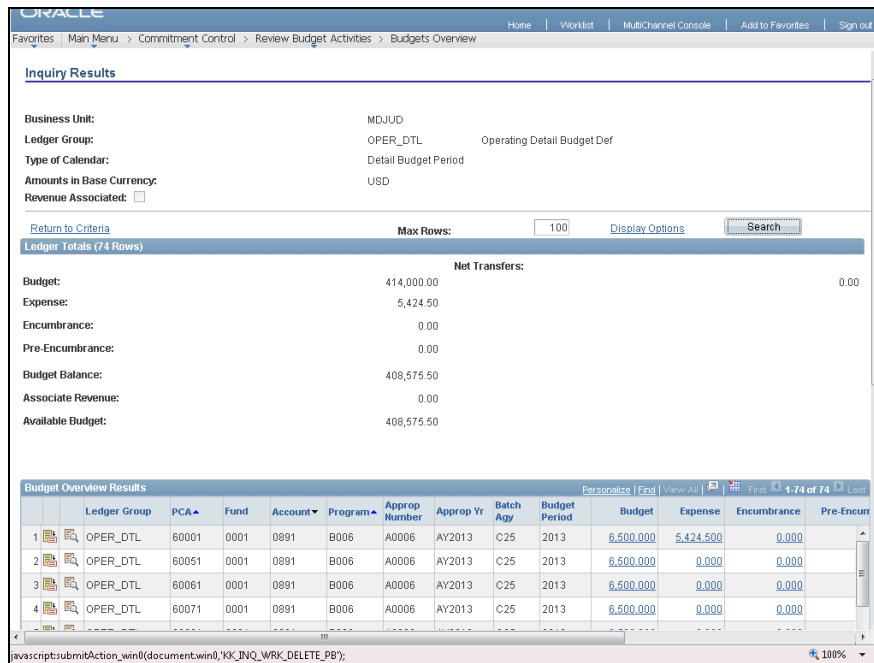
☒ Open

☒ Closed

☒ Hold

Save Return to Search Notify Refresh Add Update/Display

Step	Action
12.	Enter the desired information into the Chartfield From Value Program field. Enter " B006 ".
13.	Enter the desired information into the Chartfield To Program field. Enter " B006 ".
14.	Enter the desired information into the Chartfield From Fund field. Enter " 0001 ".
15.	Enter the desired information into the Chartfield To Fund field. Enter " 0001 ".
16.	Click the Save button. 
17.	Click the Search button. 



Inquiry Results

Business Unit: MDJUD
 Ledger Group: OPER_DTL Operating Detail Budget Def
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated: ☐

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (74 Rows)

Budget: 414,000.00 Net Transfers: 0.00
 Expense: 5,424.50
 Encumbrance: 0.00
 Pre-Encumbrance: 0.00
 Budget Balance: 408,575.50
 Associate Revenue: 0.00
 Available Budget: 408,575.50

Budget Overview Results

	Ledger Group	PCA	Fund	Account	Program	Approp Number	Approp Yr	Batch	Budget Period	Budget	Expense	Encumbrance	Pre-Encum
1	OPER_DTL	60001	0001	0891	B006	A0006	AY2013	C25	2013	6,500.000	5,424.500	0.000	
2	OPER_DTL	60051	0001	0891	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
3	OPER_DTL	60061	0001	0891	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
4	OPER_DTL	60071	0001	0891	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	

Step	Action
18.	The Budgets Overview Inquiry Results page displays. Use the scrollbar to reveal the Budget Overview page fields.

Training Guide

Commitment Control Reports



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Overview Results

	Ledger Group	PCA	Fund	Account	Program	Approp Number	Approp Yr	Batch Agy	Budget Period	Budget	Expense	Encumbrance	Pre-Encur
23	OPER_DTL	60171	0001	0841	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
24	OPER_DTL	60183	0001	0841	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
25	OPER_DTL	60001	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
26	OPER_DTL	60051	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
27	OPER_DTL	60061	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
28	OPER_DTL	60071	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
29	OPER_DTL	60081	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
30	OPER_DTL	60091	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
31	OPER_DTL	60101	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
32	OPER_DTL	60141	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
33	OPER_DTL	60151	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
34	OPER_DTL	60161	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
35	OPER_DTL	60171	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
36	OPER_DTL	60183	0001	0815	B006	A0006	AY2013	C25	2013	6,500.000	0.000	0.000	
37	OPER_DTL	60001	0001	0403	B006	A0006	AY2013	C25	2013	5,000.000	0.000	0.000	

Return to Criteria *Notes

Save Return to Search Notify Refresh

javascript:submitAction_win8(document.win0,'KK_INQ_WRK_PB_RETURN\$51\$');

Step	Action
19.	These are the detail Operating budgets.
20.	Click the Return to Criteria link. Return to Criteria

ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria

Budget Overview

Inquiry: BUDVW01 Description: OPERATING BUDGET OVERVIEW

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: MDJUD Ledger Group/Set: Ledger Group Ledger Group: OPER_DTL

☐ View Stat Code Budgets Operating Detail Ledger Group

☐ Display Chart

TimeSpan

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPER_DTL	BY	2013	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Batch Agy	%	%	i		Update/Add
PCA	%	%	i		Update/Add
Fund	0001	0001	i		Update/Add
Approp Number	%	%	i		Update/Add
Program	B006	B006	i		Update/Add
Approp Yr	%	%	i		Update/Add

Budget Status


☒ Open

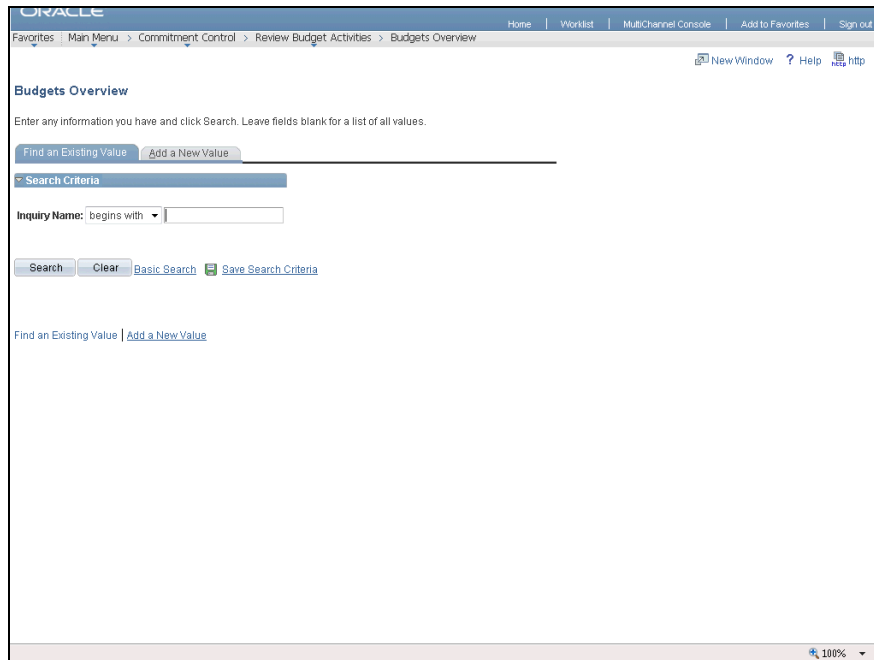
☒ Closed

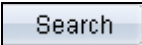
☒ Hold

Save Return to Search Notify Refresh Add Update/Display

http://oracle14.court.state.md.us:12000/psppfsset/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL/KK_INQ_LEDGER.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_C

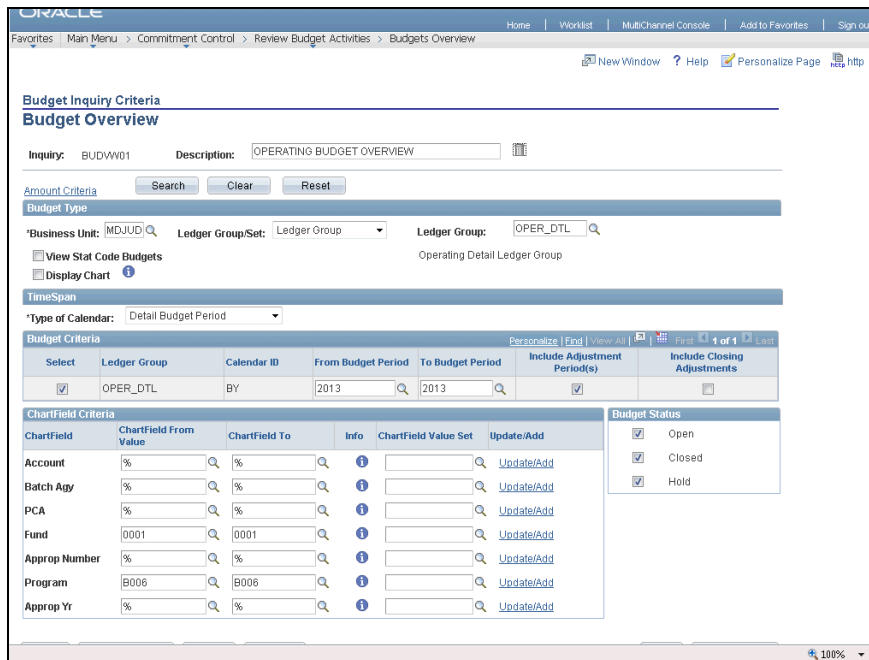
Step	Action
21.	<p>Next you will use the budget inquiry you just created.</p> <p>Click the Budgets Overview menu link.</p> 



Step	Action
22.	<p>The Budgets Overview search page displays.</p> <p>Enter the desired information into the Inquiry Name field. Enter "BUDVW01".</p>
23.	<p>Click the Search button.</p> 

Training Guide

Commitment Control Reports



Step	Action
24.	NOTE: The budget inquiry you created has been saved and is available for future use.
25.	<p>You have successfully completed the <i>Reviewing Budget Activity via Online Inquiries</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Review and navigate budget activity in GEARS <p>End of Procedure.</p>

7.2 Running the Budget Transaction Detail Report





In this topic, you will run the **Budget Transaction Detail Report**. You will create a run control to execute the Budget Transaction Detail Report.

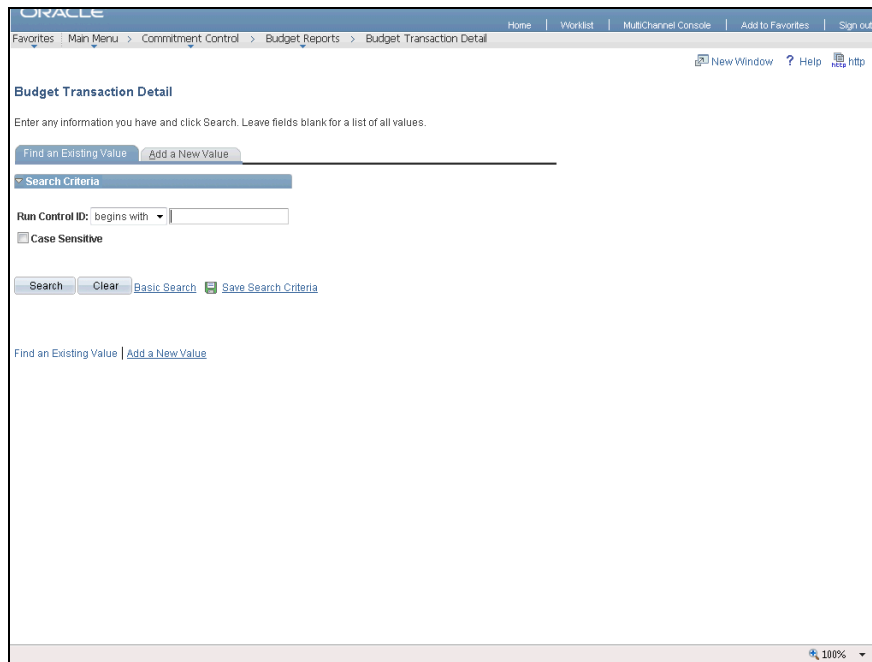
After completing this topic, you will be able to:


- Create a run control for running the Budget Transaction Detail Report
- Generate and review Budget Transaction Detail Report

Procedure

In this topic, you will run the Budget Transaction Detail Report.

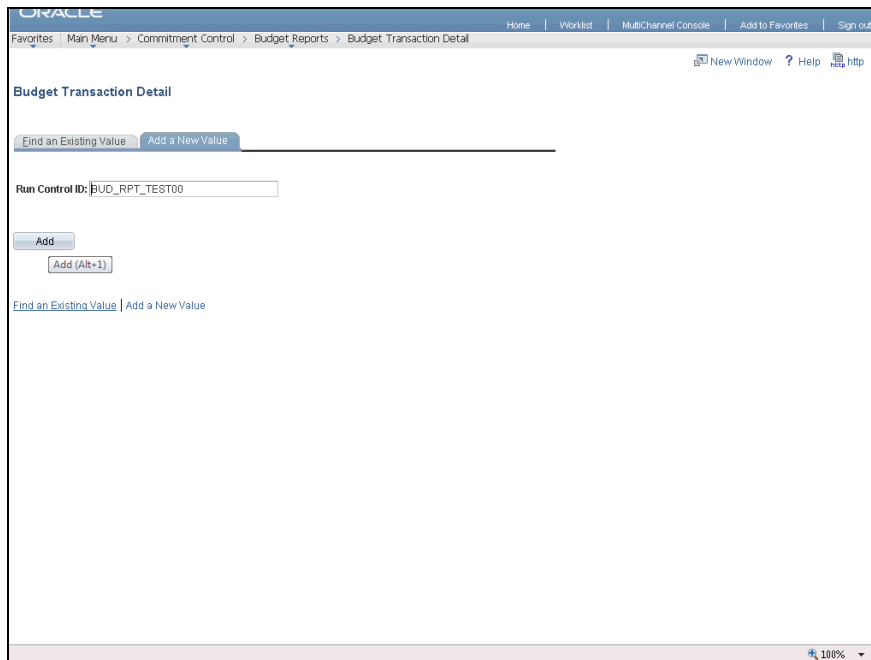
Step	Action
1.	Navigate to the Budget Transaction Detail page. Click the Main Menu button. 
2.	Click the Commitment Control menu. 
3.	Click the Budget Reports menu. 
4.	Click the Budget Transaction Detail menu. 



Step	Action
5.	The Budget Transaction Detail search page displays. Enter the desired information into the Run Control ID field. Enter " BUD_RPT_TEST00 ".
6.	Click the Add a New Value tab. 

Training Guide

Commitment Control Reports



Oracle
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

New Window ? Help http

Budget Transaction Detail

Find an Existing Value | Add a New Value

Run Control ID: BUD_RPT_TEST00

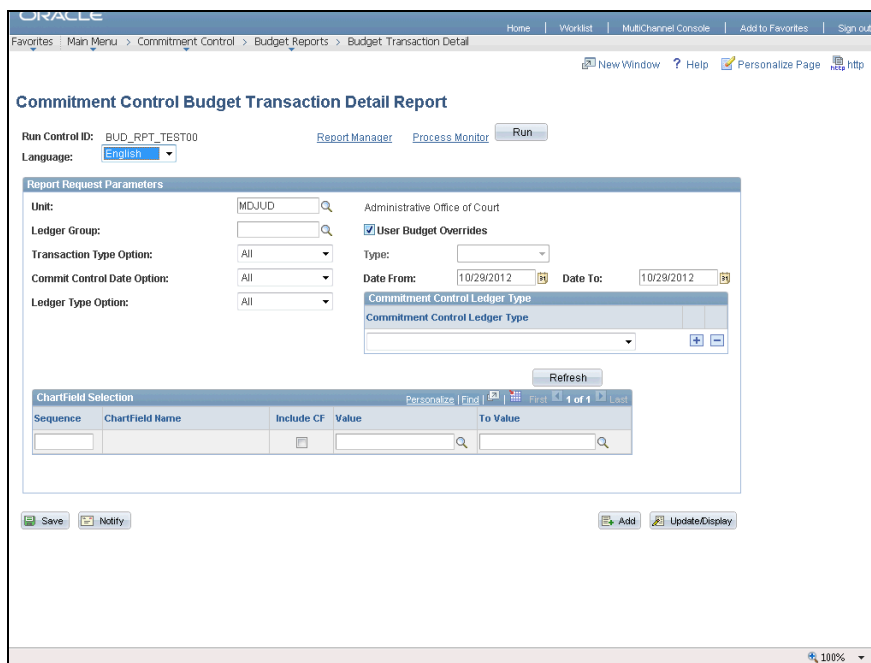
Add

Add (Alt+1)

Find an Existing Value | Add a New Value

100%

Step	Action
7.	<p>The Add a New Value tab displays.</p> <p>Click the Add button.</p> <p>Add</p>



Oracle
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

New Window ? Help Personalize Page http

Commitment Control Budget Transaction Detail Report

Run Control ID: BUD_RPT_TEST00 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: MDJUD Administrative Office of Court

Ledger Group: User Budget Overrides

Transaction Type Option: All Type:

Commit Control Date Option: All Date From: 10/29/2012 Date To: 10/29/2012

Ledger Type Option: All

Commitment Control Ledger Type

Commitment Control Ledger Type


Refresh

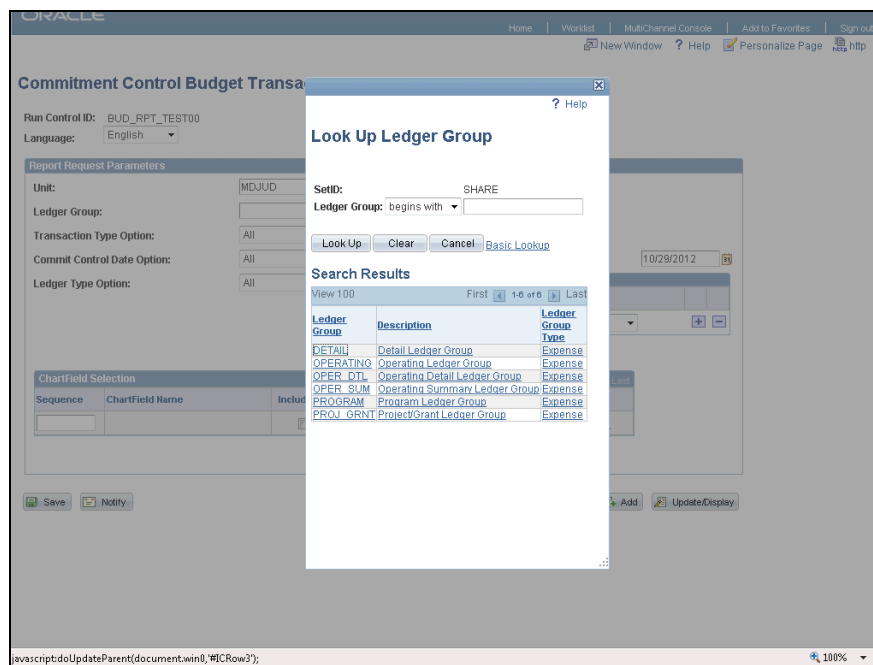
ChartField Selection

Sequence	ChartField Name	Include CF	Value	To Value

Save Notify Add Update/Display

100%

Step	Action
8.	The Commitment Control Budget Transaction Detail Report page displays. Un-check the User Budget Overrides option. <input checked="" type="checkbox"/> User Budget Overrides
9.	Enter the desired information into the Choose a date field. Enter " a valid date ".
10.	Click the Look up Ledger Group (Alt+5) button. 



Step	Action
11.	Click the OPER_SUM link. <input type="text" value="OPER_SUM"/>
12.	Click the Refresh button. <input type="button" value="Refresh"/>
13.	Use the scrollbar to scroll down and reveal all of the available report chartfields.

Training Guide

Commitment Control Reports

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Commitment Control > Budget Reports > Budget Transaction Detail

Commit Control Date Option: All Date From: 07/01/2012 Date To: 10/29/2012

Ledger Type Option: All

Commitment Control Ledger Type








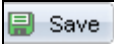
Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Value	To Value
1	Program Cost Account	<input type="checkbox"/>		
2	Fund Code	<input type="checkbox"/>		
3	Account	<input type="checkbox"/>		
4	Program	<input type="checkbox"/>		
5	Appropriation Number	<input type="checkbox"/>		
6	Appropriation Year	<input type="checkbox"/>		
7	Batch Agency	<input type="checkbox"/>		
8	Department	<input type="checkbox"/>		
9	PC Business Unit	<input type="checkbox"/>		
10	Project	<input type="checkbox"/>		
11	Activity	<input type="checkbox"/>		
12	Source Type	<input type="checkbox"/>		
13	Affiliate	<input type="checkbox"/>		
14	Fund Affiliate	<input type="checkbox"/>		
15	Operating Unit Affiliate	<input type="checkbox"/>		

Save Notify Add Update/Display

100%

Step	Action
14.	Click the Include CF option in the Program Cost Account chartfield. 
15.	Click the Include CF option in the Fund Code chartfield. 
16.	Click the Include CF option in the Account chartfield. 
17.	Click the Include CF option in the Program chartfield. 
18.	Click the Include CF option in the Appropriation Number chartfield. 
19.	Click the Include CF option in the Appropriation Year chartfield. 
20.	Click the Include CF option in the Batch Agency chartfield. 
21.	Click the Save button. 
22.	Use the scrollbar to go back to the top of the page.

ORACLE
 Favorites | Main Menu | Commitment Control | Budget Reports | Budget Transaction Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Commitment Control Budget Transaction Detail Report

Run Control ID: BUD_RPT_TEST00 Report Manager Process Monitor **Run**

Language: English Process Request Dialog

Report Request Parameters

Unit: MDJUD Administrative Office of Court

Ledger Group: OPER_SUM ☐ User Budget Overrides

Transaction Type Option: All Type: Date From: 07/01/2012 Date To: 10/29/2012

Commit Control Date Option: All Commitment Control Ledger Type: Commitment Control Ledger Type: Refresh

Ledger Type Option: All

Sequence	ChartField Name	Include CF	Value	To Value
1	Program Cost/Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>		
4	Program	<input checked="" type="checkbox"/>		
5	Appropriation Number	<input checked="" type="checkbox"/>		
6	Appropriation Year	<input checked="" type="checkbox"/>		
7	Batch Agency	<input checked="" type="checkbox"/>		
	Department	<input type="checkbox"/>		
	PC Business Unit	<input type="checkbox"/>		

100%

Step	Action
23.	Click the Run button.

ORACLE
 Favorites | Main Menu | Commitment Control | Budget Reports | Budget Transaction Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process Scheduler Request

User ID: wayne.wright Run Control ID: BUD_RPT_TEST00

Server Name: Run Date: 10/29/2012 Reset to Current Date/Time

Recurrence: Run Time: 12:57:05PM

Time Zone: Process List


Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Budget Transaction Detail Rep	GLS8005	SQR Report	Web	PDF	Distribution

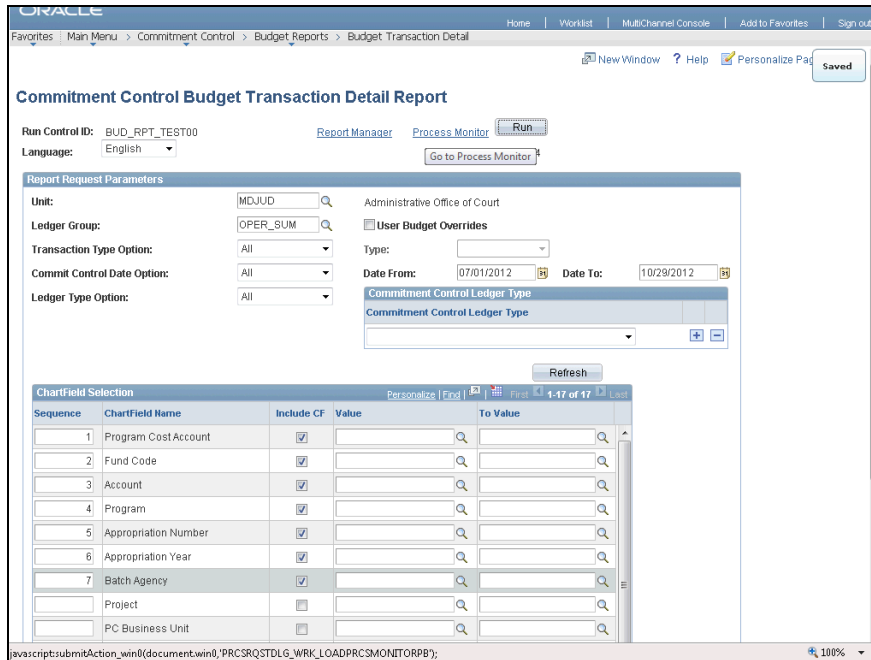
OK Cancel

100%

Training Guide

Commitment Control Reports

Step	Action
24.	<p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p> 



Commitment Control Budget Transaction Detail Report

Run Control ID: BUD_RPT_TEST00 Report Manager Process Monitor Run

Language: English Go to Process Monitor

Report Request Parameters

Unit: MDJUD Administrative Office of Court

Ledger Group: OPER_SUM User Budget Overrides


Transaction Type Option: All Type: Date From: 07/01/2012 Date To: 10/29/2012

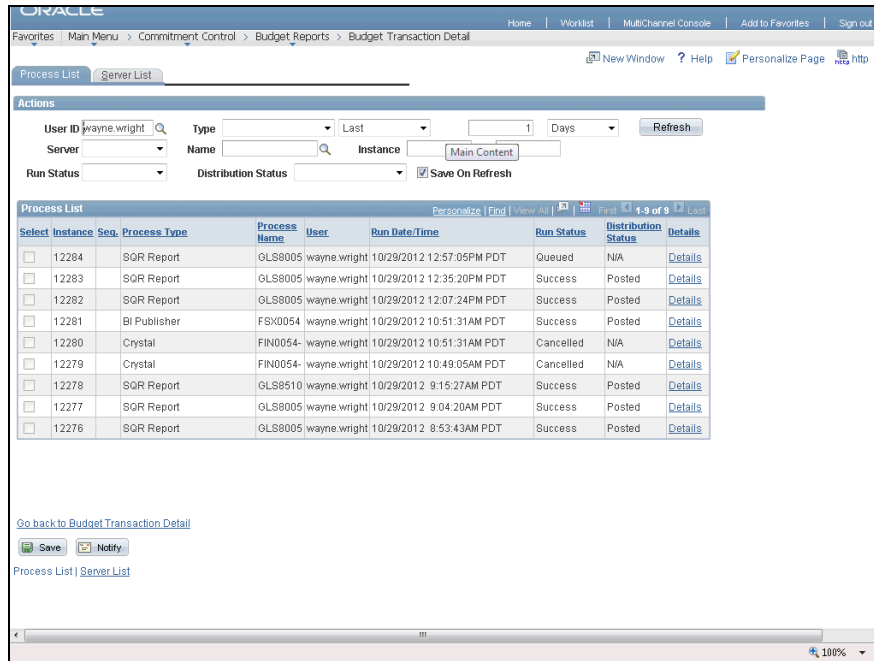
Commit Control Date Option: All Ledger Type Option: All

Commitment Control Ledger Type

Refresh

Sequence	ChartField Name	Include CF	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>		
4	Program	<input checked="" type="checkbox"/>		
5	Appropriation Number	<input checked="" type="checkbox"/>		
6	Appropriation Year	<input checked="" type="checkbox"/>		
7	Batch Agency	<input checked="" type="checkbox"/>		
	Project	<input type="checkbox"/>		
	PC Business Unit	<input type="checkbox"/>		

Step	Action
25.	<p>The Commitment Control Budget Transaction Detail Report page displays.</p> <p>Click the Process Monitor link.</p> 



Oracle
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail
 New Window ? Help Personalize Page http

Process List | Server List

Actions

User ID: Type: Last: Days: Refresh

Server: Name: Instance: Main Content:

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12284		SQR Report	GLS8005	wayne.wright	10/29/2012 12:57:05PM PDT	Queued	N/A	Details
<input type="checkbox"/>	12283		SQR Report	GLS8005	wayne.wright	10/29/2012 12:35:20PM PDT	Success	Posted	Details
<input type="checkbox"/>	12282		SQR Report	GLS8005	wayne.wright	10/29/2012 12:07:24PM PDT	Success	Posted	Details
<input type="checkbox"/>	12281		BI Publisher	FSX0054	wayne.wright	10/29/2012 10:51:31AM PDT	Success	Posted	Details
<input type="checkbox"/>	12280		Crystal	FIN0054	wayne.wright	10/29/2012 10:51:31AM PDT	Cancelled	N/A	Details
<input type="checkbox"/>	12279		Crystal	FIN0054	wayne.wright	10/29/2012 10:49:05AM PDT	Cancelled	N/A	Details
<input type="checkbox"/>	12278		SQR Report	GLS8510	wayne.wright	10/29/2012 9:15:27AM PDT	Success	Posted	Details
<input type="checkbox"/>	12277		SQR Report	GLS8005	wayne.wright	10/29/2012 9:04:20AM PDT	Success	Posted	Details
<input type="checkbox"/>	12276		SQR Report	GLS8005	wayne.wright	10/29/2012 8:53:43AM PDT	Success	Posted	Details

Go back to Budget Transaction Detail

Save Notify

Process List | Server List

Step	Action
26.	<p>The Process List displays.</p> <p>Click the Refresh button.</p> <p>Note: You will have to click on the refresh button a few times to see the 'Run Status' change.</p> <p>Refresh</p>
27.	<p>Click the Details link once the Run Status is successful.</p> <p>Details</p>

Training Guide

Commitment Control Reports

ORACLE
Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process Detail

Process

Instance	12284	Type	SQR Report
Name	GLS8005	Description	Budget Transaction Detail Rep
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	BUD_RPT_TEST00	Update Process	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location	Server		
Server	PSUNX		
Recurrence			

Date/Time

Request Created On	10/29/2012 12:57:07PM PDT	Parameters	Transfer
Run Anytime After	10/29/2012 12:57:05PM PDT	Message Log	
Began Process At	10/29/2012 12:57:15PM PDT	Batch Timings	
Ended Process At	10/29/2012 12:57:30PM PDT	View Log/Trace	

OK Cancel

javascript:submitAction_win8(document.win0,'PMN_DERIVED_INDEX_BTN');

100%

Step	Action
28.	<p>The Process Detail page displays.</p> <p>Click the View Log/Trace link.</p> <p><u>View Log/Trace</u></p>

ORACLE
Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

View Log/Trace

Report

Report ID:	9254	Process Instance:	12284	Message Log
Name:	GLS8005	Process Type:	SQR Report	
Run Status:	Success			

Budget Transaction Detail Rep

Distribution Details

Distribution Node:	PSUNX	Expiration Date:	11/05/2012
--------------------	-------	------------------	------------

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS8005_12284.log	1,511	10/29/2012 12:57:30:263650PM PDT
gls8005_12284.PDF	19,440	10/29/2012 12:57:30:263650PM PDT
gls8005_12284.o	121	10/29/2012 12:57:30:263650PM PDT

Distribute To

Distribution ID	Type	Distribution ID
User		wayne.wright

Return

http://oracle14.courts.state.md.us:14800/psreports/fsqr/9254/gls8005_12284.PDF

100%

Step	Action
29.	<p>The View Log/Trace page displays.</p> <p>Click the gls8005_xxxxx.PDF link.</p> <p>gls8005 12284.PDF</p>

Report ID: GLS0005 PeopleSoft GL Page No. 1
 Sub Unit: MD/DB-Administrative Office of Court BUDGET TRANSACTION DETAIL Run Date 10/25/2012
 Ledger Type: OFB - Operating Summary Ledger Group Run Time 12:17:18
 Post Date: All Dates
 Trans Type: All Types

Current FCA	Fund	Account	Program	Approp Number	Approp-LX	Batch	Run
0000	000	0000	0002	10002	17203	C25	

Doc Date	Transaction Document ID	Line	Reference	Total Recognized	Total Collected	Pym Encumbered	Encumbered	Expended	Overide	Overide
				Amount	Amount	Amount	Amount	Amount	16 Year	20 Year
10/21/2012	GL-BU-PRE	0000000142	1	10/21/2012/Uploaded Journal	-	0.00	0.00	0.00		
10/21/2012	GL-BU-PRE	0000000143	1	10/21/2012/Uploaded Journal	-	0.00	0.00	0.00		
10/21/2012	GL-BU-PRE	0000000144	1	10/21/2012/Uploaded Journal	-	0.00	0.00	0.00		
10/21/2012	GL-BU-PRE	0000000145	1	10/21/2012/Uploaded Journal	-	0.00	0.00	0.00		
10/21/2012	GL-BU-PRE	0000000146	1	10/21/2012/Uploaded Journal	-	0.00	0.00	0.00		
10/21/2012	GL-BU-PRE	0000000147	1	10/21/2012/Uploaded Journal	-	0.00	0.00	0.00		
10/21/2012	GL-BU-PRE	0000000148	1	10/21/2012/Uploaded Journal	-	0.00	0.00	0.00		
10/21/2012	GL-BU-PRE	0000000149	1	10/21/2012/Uploaded Journal	-	0.00	0.00	0.00		
Number of Transactions 8				Totals	0.00	0.00	0.00	0.00		

Doc Date	Transaction Document ID	Line	Reference	Total Recognized	Total Collected	Pym Encumbered	Encumbered	Expended	Overide	Overide
				Amount	Amount	Amount	Amount	Amount	16 Year	20 Year
09/24/2012	GL-BU-PRE	0000000170	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000171	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000172	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
Number of Transactions 3				Totals	0.00	0.00	0.00	0.00		

Doc Date	Transaction Document ID	Line	Reference	Total Recognized	Total Collected	Pym Encumbered	Encumbered	Expended	Overide	Overide
				Amount	Amount	Amount	Amount	Amount	16 Year	20 Year
09/24/2012	GL-BU-PRE	0000000173	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000174	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000175	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000176	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000177	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
Number of Transactions 5				Totals	0.00	0.00	0.00	0.00		

Doc Date	Transaction Document ID	Line	Reference	Total Recognized	Total Collected	Pym Encumbered	Encumbered	Expended	Overide	Overide
				Amount	Amount	Amount	Amount	Amount	16 Year	20 Year
09/24/2012	GL-BU-PRE	0000000178	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000179	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000180	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000181	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
09/24/2012	GL-BU-PRE	0000000182	1	09/24/2012/Uploaded Journal	-	0.00	0.00	0.00		
Number of Transactions 5				Totals	0.00	0.00	0.00	0.00		

Step	Action
30.	<p>The Budget Transaction Detail Report displays in a new window.</p> <p>Use the scrollbar to see each page of the report.</p>
31.	<p>You have successfully completed the Running the Budget Transaction Detail Report topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the Budget Transaction Detail Report <p>End of Procedure.</p>

7.3 Running the Ledger Detail Report

In this topic, you will run the **Ledger Detail Report**. You will create a run control to execute the Ledger Detail Report.

After completing this topic, you will be able to:

- Create a run control for running the Ledger Detail Report
- Generate and review Ledger Detail Report




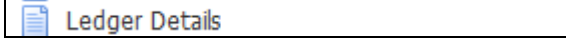
Training Guide

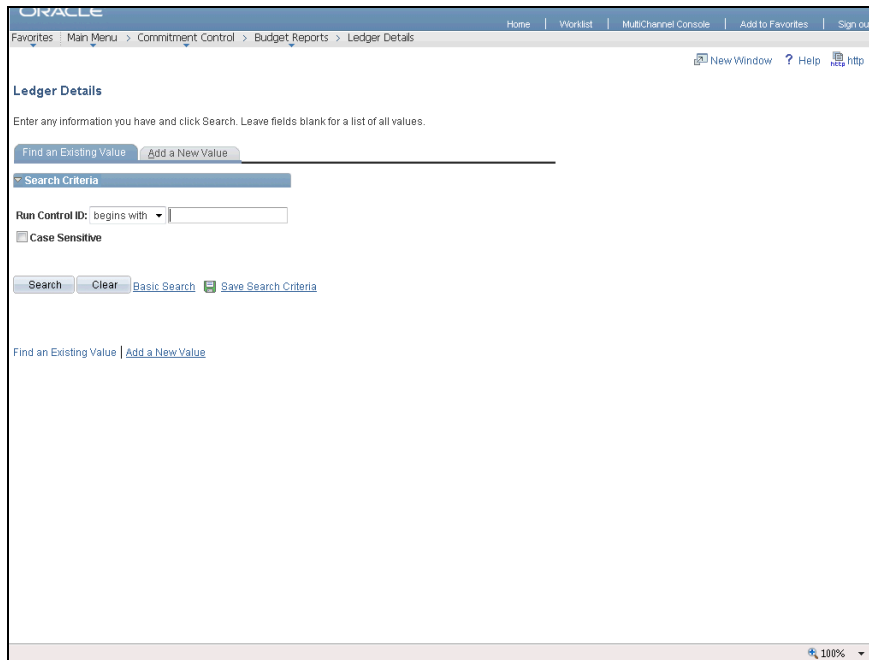
Commitment Control Reports




Procedure

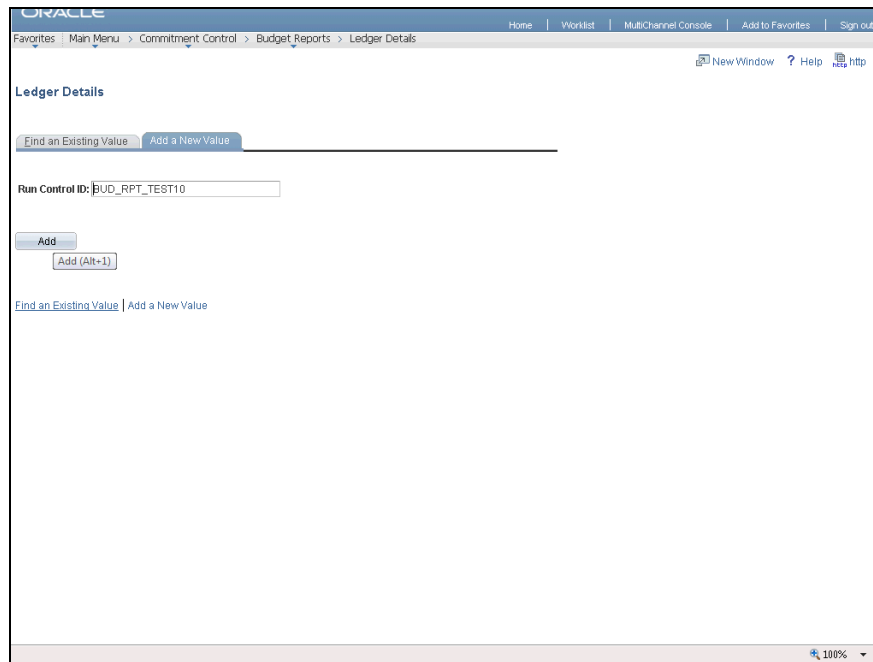
In this topic, you will run the Ledger Detail Report.


Step	Action
1.	Navigate to the Ledger Details page. Click the Main Menu button. 
2.	Click the Commitment Control menu. 
3.	Click the Budget Reports menu. 
4.	Click the Ledger Details menu. 



Step	Action
5.	The Ledger Details search page displays. Enter the desired information into the Run Control ID field. Enter "BUD_RPT_TEST10" .

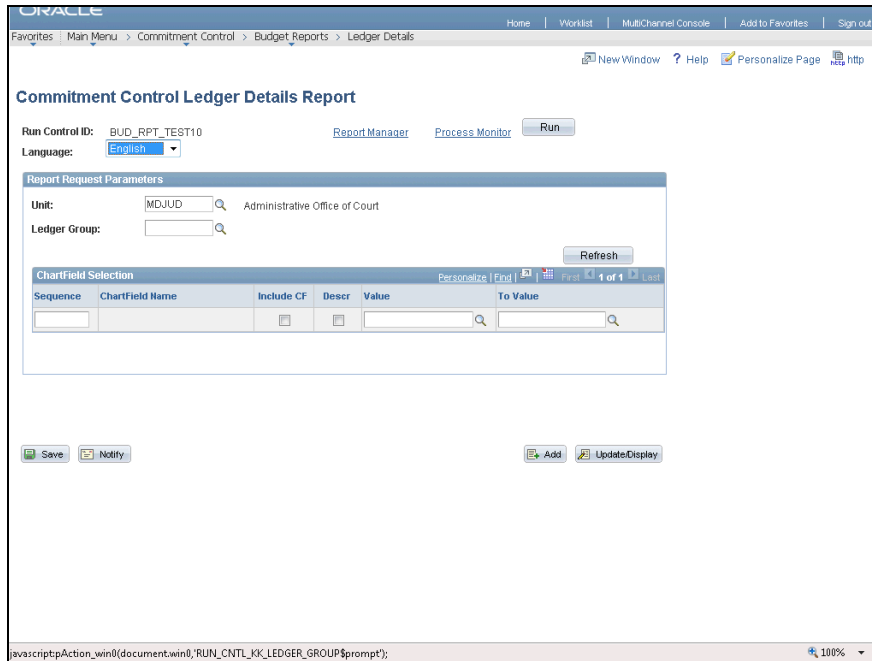
Step	Action
6.	Click the Add a New Value tab. 



Step	Action
7.	The Add a New Value tab displays. Click the Add button. 

Training Guide

Commitment Control Reports



Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Commitment Control | Budget Reports | Ledger Details

New Window ? Help Personalize Page http

Commitment Control Ledger Details Report

Run Control ID: BUD_RPT_TEST10 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: MDJUD Administrative Office of Court

Ledger Group:

Refresh


ChartField Selection

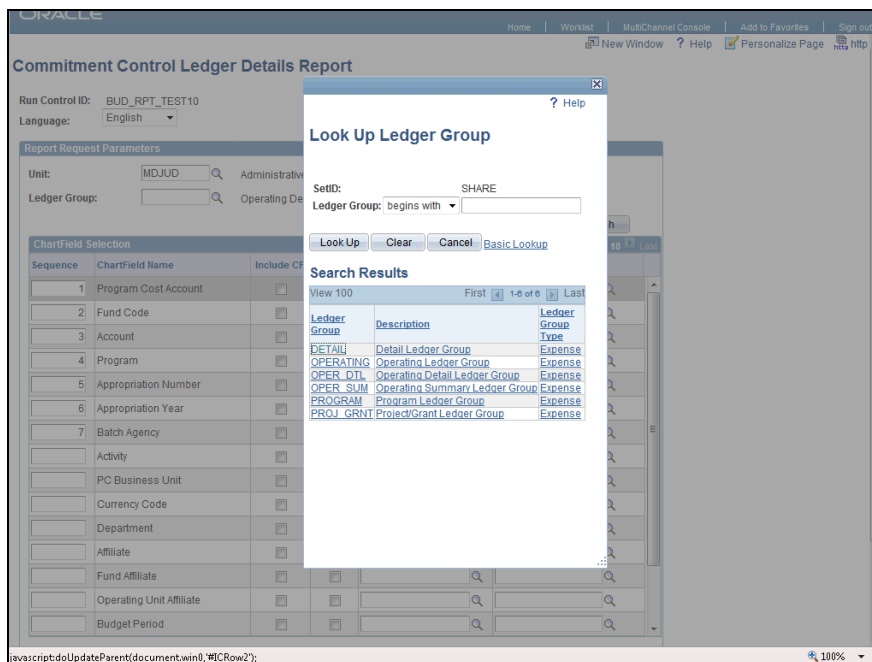
Sequence	ChartField Name	Include CF	Descr	Value	To Value
		<input type="checkbox"/>			

Save Notify Add Update/Display

javascript:Action_win0(document.win0,'RUN_CNTL_KK_LEDGER_GROUP\$prompt');

100%

Step	Action
8.	<p>The Commitment Control Ledger Details Report page displays.</p> <p>Click the Look up Ledger Group (Alt+5) button.</p> 



Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Commitment Control | Budget Reports | Ledger Details

New Window ? Help Personalize Page http

Commitment Control Ledger Details Report

Run Control ID: BUD_RPT_TEST10 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: MDJUD Administrative Office of Court

Ledger Group:

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Program Cost Account	<input type="checkbox"/>			
2	Fund Code	<input type="checkbox"/>			
3	Account	<input type="checkbox"/>			
4	Program	<input type="checkbox"/>			
5	Appropriation Number	<input type="checkbox"/>			
6	Appropriation Year	<input type="checkbox"/>			
7	Batch Agency	<input type="checkbox"/>			
	Activity	<input type="checkbox"/>			
	PC Business Unit	<input type="checkbox"/>			
	Currency Code	<input type="checkbox"/>			
	Department	<input type="checkbox"/>			
	Affiliate	<input type="checkbox"/>			
	Fund Affiliate	<input type="checkbox"/>			
	Operating Unit Affiliate	<input type="checkbox"/>			
	Budget Period	<input type="checkbox"/>			

Save Notify Add Update/Display

Look Up Ledger Group

SetID: SHARE

Ledger Group: begins with



Look Up Clear Cancel Basic Lookup

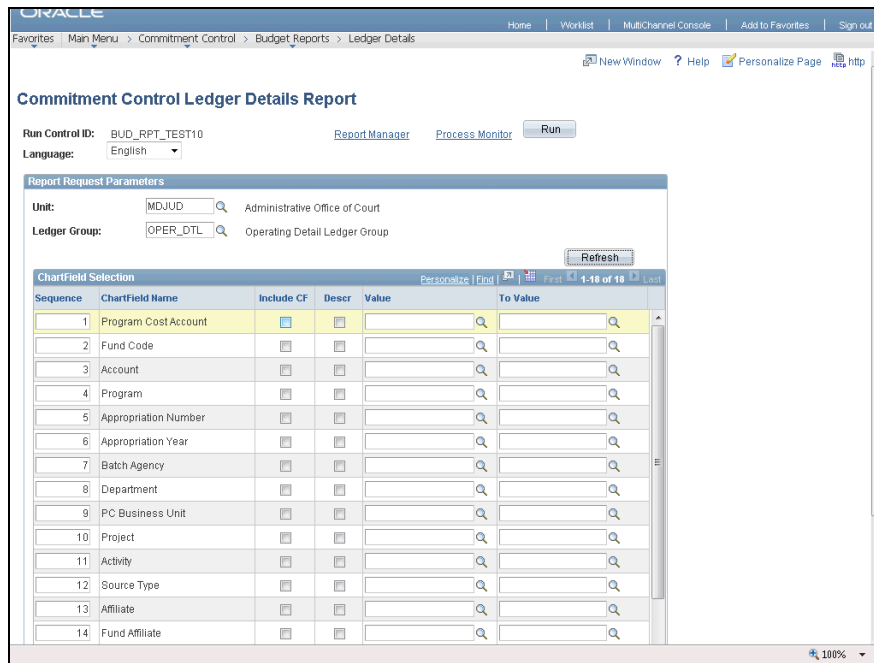
Search Results

Ledger Group	Description	Ledger Group Type
DETAIL	Detail Ledger Group	Expense
OPERATING	Operating Ledger Group	Expense
OPER_DTL	Operating Detail Ledger Group	Expense
OPER_SUM	Operating Summary Ledger Group	Expense
PROGRAM	Program Ledger Group	Expense
PROJ_GRNT	Project/Grant Ledger Group	Expense

javascript:doUpdateParent(document.win0,'#[CRow2]');

100%

Step	Action
9.	Click the OPER_DTL link. 
10.	Click the Refresh button to reveal all of the chartfields available for the report. 



Oracle
 Favorites | Main Menu | Commitment Control | Budget Reports | Ledger Details
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window | Help | Personalize Page | http

Commitment Control Ledger Details Report

Run Control ID: BUD_RPT_TEST10 Report Manager Process Monitor Run

Language: English








Report Request Parameters

Unit: MDJUD Administrative Office of Court

Ledger Group: OPER_DTL Operating Detail Ledger Group

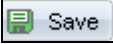
Refresh

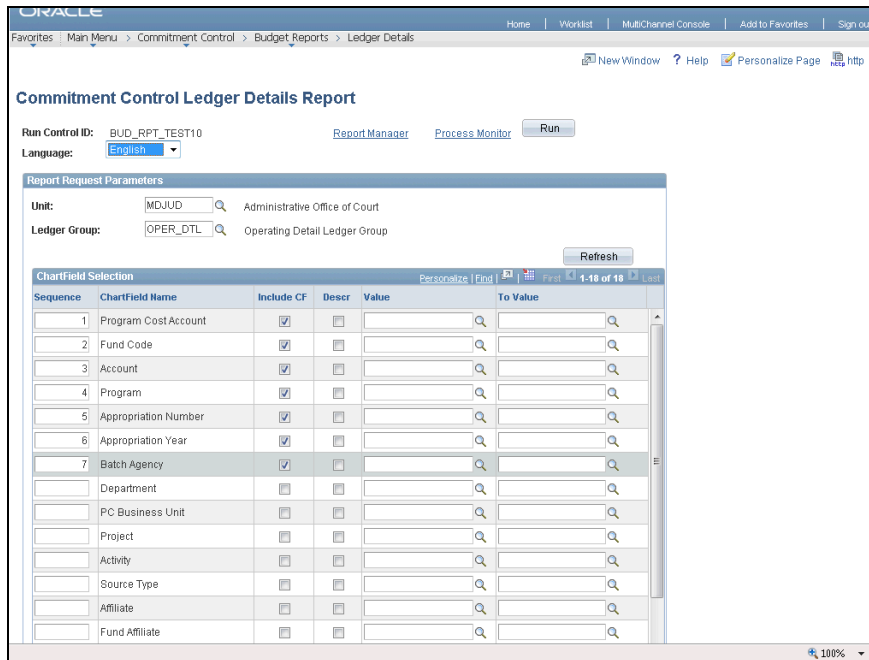
Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>			
2	Fund Code	<input type="checkbox"/>			
3	Account	<input type="checkbox"/>			
4	Program	<input type="checkbox"/>			
5	Appropriation Number	<input type="checkbox"/>			
6	Appropriation Year	<input type="checkbox"/>			
7	Batch Agency	<input type="checkbox"/>			
8	Department	<input type="checkbox"/>			
9	PC Business Unit	<input type="checkbox"/>			
10	Project	<input type="checkbox"/>			
11	Activity	<input type="checkbox"/>			
12	Source Type	<input type="checkbox"/>			
13	Affiliate	<input type="checkbox"/>			
14	Fund Affiliate	<input type="checkbox"/>			

Step	Action
11.	Click the Include CF option in the Program Cost Account chartfield. 
12.	Click the Include CF option in the Fund Code chartfield. 
13.	Click the Include CF option in the Account chartfield. 
14.	Click the Include CF option in the Program chartfield. 
15.	Click the Include CF option in the Appropriation Number chartfield. 
16.	Click the Include CF option in the Appropriation Year chartfield. 
17.	Click the Include CF option in the Batch Agency field. 

Training Guide

Commitment Control Reports

Step	Action
18.	Click the Save button. 
19.	Use the scrollbar to scroll to the top of the page.



Oracle
Favorites | Main Menu > Commitment Control > Budget Reports > Ledger Details

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Commitment Control Ledger Details Report

Run Control ID: BUD_RPT_TEST10 [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameters


Unit: MDJUD Administrative Office of Court

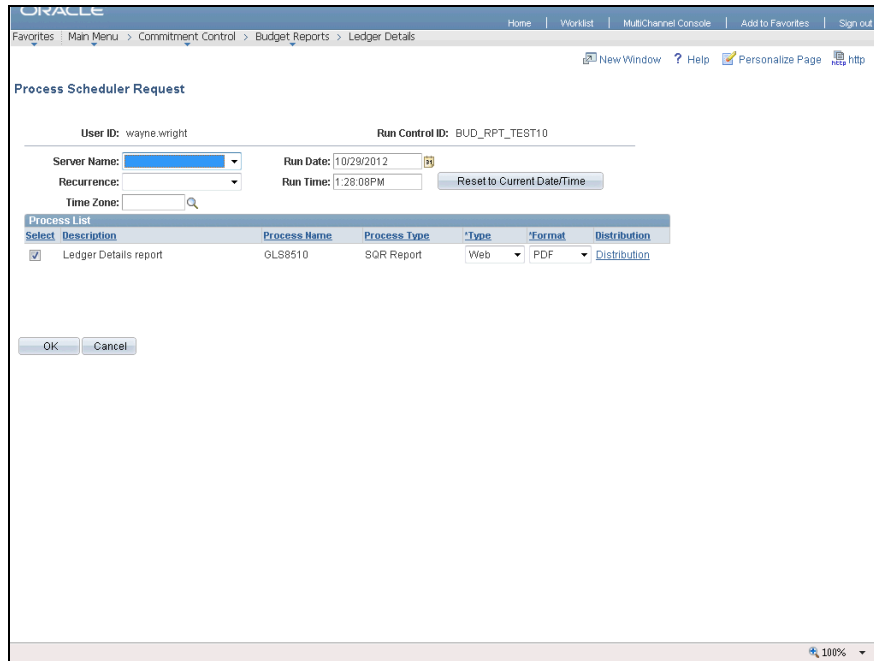
Ledger Group: OPER_DTL Operating Detail Ledger Group

Refresh

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>			
2	Fund Code	<input checked="" type="checkbox"/>			
3	Account	<input checked="" type="checkbox"/>			
4	Program	<input checked="" type="checkbox"/>			
5	Appropriation Number	<input checked="" type="checkbox"/>			
6	Appropriation Year	<input checked="" type="checkbox"/>			
7	Batch Agency	<input checked="" type="checkbox"/>			
	Department	<input type="checkbox"/>			
	PC Business Unit	<input type="checkbox"/>			
	Project	<input type="checkbox"/>			
	Activity	<input type="checkbox"/>			
	Source Type	<input type="checkbox"/>			
	Affiliate	<input type="checkbox"/>			
	Fund Affiliate	<input type="checkbox"/>			

100%

Step	Action
20.	Click the Run button. 



Process Scheduler Request

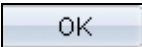
User ID: wayne.wright Run Control ID: BUD_RPT_TEST10

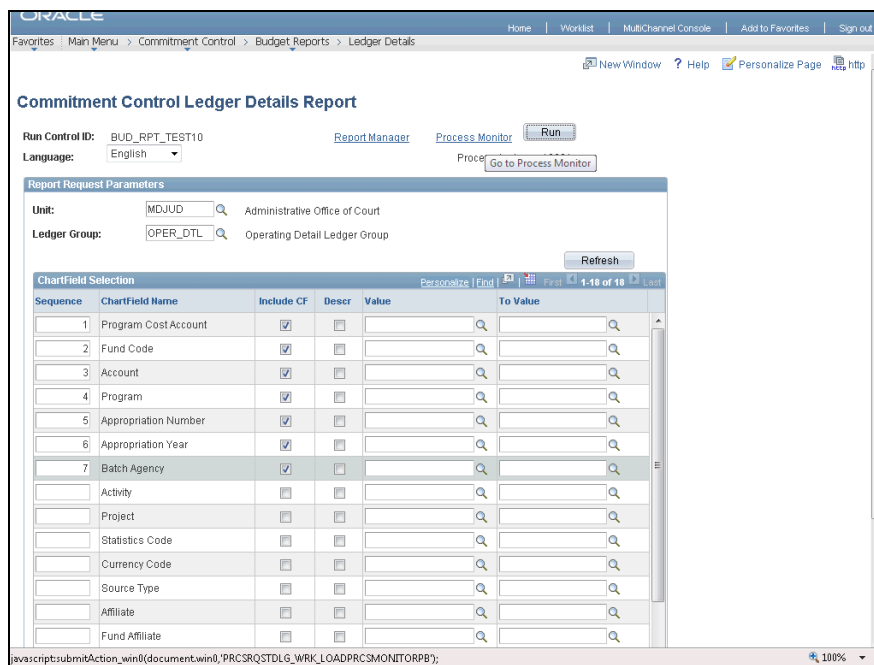
Server Name: Run Date: 10/29/2012 Run Time: 1:28:08PM [Reset to Current Date/Time](#)

Recurrence: Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Ledger Details report	GLS8510	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Step	Action
21.	<p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p> <p></p>



Commitment Control Ledger Details Report

Run Control ID: BUD_RPT_TEST10 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English [Go to Process Monitor](#)

Report Request Parameters

Unit: MDJUD Administrative Office of Court

Ledger Group: OPER_DTL Operating Detail Ledger Group

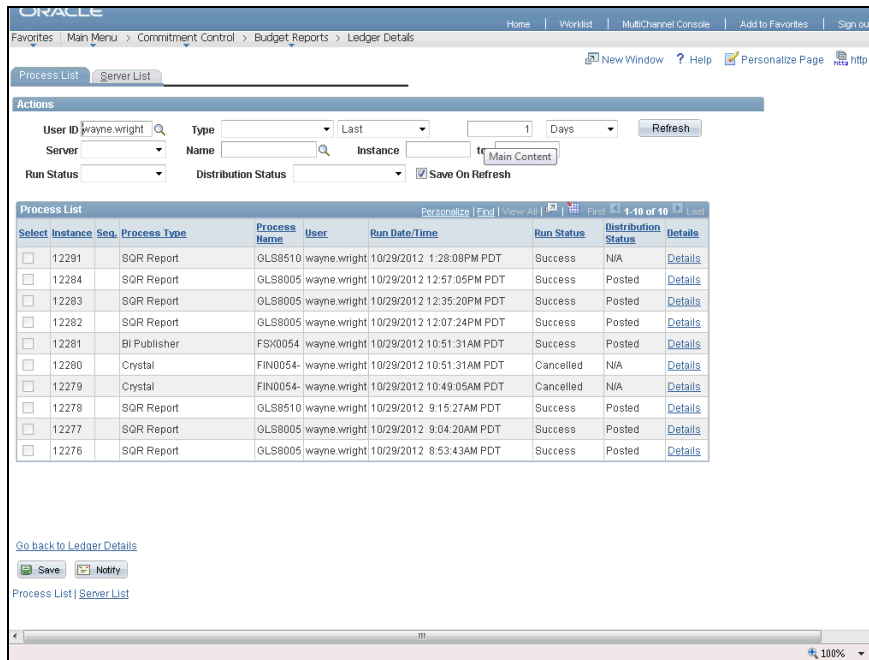
[Refresh](#)

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>			
2	Fund Code	<input checked="" type="checkbox"/>			
3	Account	<input checked="" type="checkbox"/>			
4	Program	<input checked="" type="checkbox"/>			
5	Appropriation Number	<input checked="" type="checkbox"/>			
6	Appropriation Year	<input checked="" type="checkbox"/>			
7	Batch Agency	<input checked="" type="checkbox"/>			
	Activity	<input type="checkbox"/>			
	Project	<input type="checkbox"/>			
	Statistics Code	<input type="checkbox"/>			
	Currency Code	<input type="checkbox"/>			
	Source Type	<input type="checkbox"/>			
	Affiliate	<input type="checkbox"/>			
	Fund Affiliate	<input type="checkbox"/>			

Training Guide

Commitment Control Reports

Step	Action
22.	Click the Process Monitor link. Process Monitor



Oracle Commitment Control - Budget Reports > Ledger Details

Process List | Server List

Actions

User ID: Type: Last: Days: Refresh

Server: Name: Instance: Main Content

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12291		SQR Report	GLS8510	wayne.wright	10/29/2012 1:28:08PM PDT	Success	N/A	Details
<input type="checkbox"/>	12284		SQR Report	GLS8005	wayne.wright	10/29/2012 12:57:05PM PDT	Success	Posted	Details
<input type="checkbox"/>	12283		SQR Report	GLS8005	wayne.wright	10/29/2012 12:35:20PM PDT	Success	Posted	Details
<input type="checkbox"/>	12282		SQR Report	GLS8005	wayne.wright	10/29/2012 12:07:24PM PDT	Success	Posted	Details
<input type="checkbox"/>	12281		BI Publisher	FSX0054	wayne.wright	10/29/2012 10:51:31AM PDT	Success	Posted	Details
<input type="checkbox"/>	12280		Crystal	FIN0054	wayne.wright	10/29/2012 10:51:31AM PDT	Cancelled	N/A	Details
<input type="checkbox"/>	12279		Crystal	FIN0054	wayne.wright	10/29/2012 10:49:05AM PDT	Cancelled	N/A	Details
<input type="checkbox"/>	12278		SQR Report	GLS8510	wayne.wright	10/29/2012 9:15:27AM PDT	Success	Posted	Details
<input type="checkbox"/>	12277		SQR Report	GLS8005	wayne.wright	10/29/2012 9:04:20AM PDT	Success	Posted	Details
<input type="checkbox"/>	12276		SQR Report	GLS8005	wayne.wright	10/29/2012 8:53:43AM PDT	Success	Posted	Details

Go back to Ledger Details

Save Notify

Process List | Server List

Step	Action
23.	The Process List displays. Click the Refresh button. Note: You will have to do this a few times to see the 'Run Status' change. Refresh
24.	Click the Details link once the Run Status is successful. Details

ORACLE
 Favorites | Main Menu > Commitment Control > Budget Reports > Ledger Details
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

Process Detail

Process	
Instance	12291
Type	SQR Report
Name	GLS8510
Description	Ledger Details report
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	BUD_RPT_TEST10
Location	Server
Server	PSUNIX
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	10/29/2012 1:28:12PM PDT
Run Anytime After	10/29/2012 1:28:08PM PDT
Began Process At	10/29/2012 1:28:19PM PDT
Ended Process At	10/29/2012 1:28:33PM PDT
	Parameters Transfer Message Log Batch Timings View Log/Trace

OK Cancel

javascript:submitAction_win8(document.win0,'PMN_DERIVED_INDEX_BTN');

100%

Step	Action
25.	<p>The Process Detail page displays.</p> <p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>

ORACLE
 Favorites | Main Menu > Commitment Control > Budget Reports > Ledger Details
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

View Log/Trace

Report	
Report ID:	9255
Process Instance:	12291
Name:	GLS8510
Process Type:	SQR Report
Run Status:	Success

Ledger Details report

Distribution Details	
Distribution Node:	PSUNIX
Expiration Date:	11/05/2012

File List		
Name	File Size (bytes)	Datetime Created
SQR_GLS8510_12291.log	1,511	10/29/2012 1:28:33.643930PM PDT
pls8510_12291.PDF	8,243	10/29/2012 1:28:33.643930PM PDT
pls8510_12291.out	170	10/29/2012 1:28:33.643930PM PDT

Distribute To	
Distribution ID Type	Distribution ID
User	wayne.wright

Return

http://oracle14.courts.state.md.us:14800/psreports/fsqg/9255/pls8510_12291.PDF

100%

Training Guide

Commitment Control Reports



Step	Action
26.	<p>The View Log/Trace page displays.</p> <p>Click the gls8510_xxxxx.PDF link.</p> <p>gls8510_12291.PDF</p>

Report ID: GLS8510
 Run Date: 10/19/2012
 Run Time: 11:18:19

Page No.: 1

Report Title: MTRC - Administrative Office of Court
 Ledger Type: OPER. DET. - Operating Detail Budget Def

PeopleSoft GL
 LEDGER DETAILS

PKB	PKB	Amount	Program	Assoc Budget	Assoc Yr	Batch Key	Linker Type	Posted Total Amount
0001	0001	0801	B002	A0002	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0804	B002	A0002	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0806	B002	A0002	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0809	B002	A0002	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0812	B002	A0002	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0819	B002	A0002	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0824	B002	A0002	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0839	B002	A0002	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	1021	B002	A0002	AY1012	C15	Budget	15,000.00
							Available Budget	15,000.00
0001	0001	1100	B002	A0002	AY1012	C15	Budget	15,000.00
							Available Budget	15,000.00
0001	0001	0801	B004	A0004	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0802	B004	A0004	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0803	B004	A0004	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0804	B004	A0004	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0805	B004	A0004	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00
0001	0001	0806	B004	A0004	AY1013	C15	Budget	5,000.00
							Available Budget	5,000.00

Step	Action
27.	<p>The Ledger Details Report displays in a new window.</p> <p>Use the scrollbar to scroll through the report.</p>
28.	<p>You have successfully completed the <i>Running the Ledger Detail Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the ledger detail report <p>End of Procedure.</p>

7.4 Running the Activity Log Report



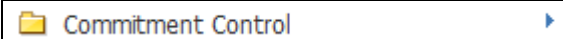


In this topic, you will run the **Commitment Control Activity Log Report**. You will create a run control to execute the Commitment Control Activity Log Report.

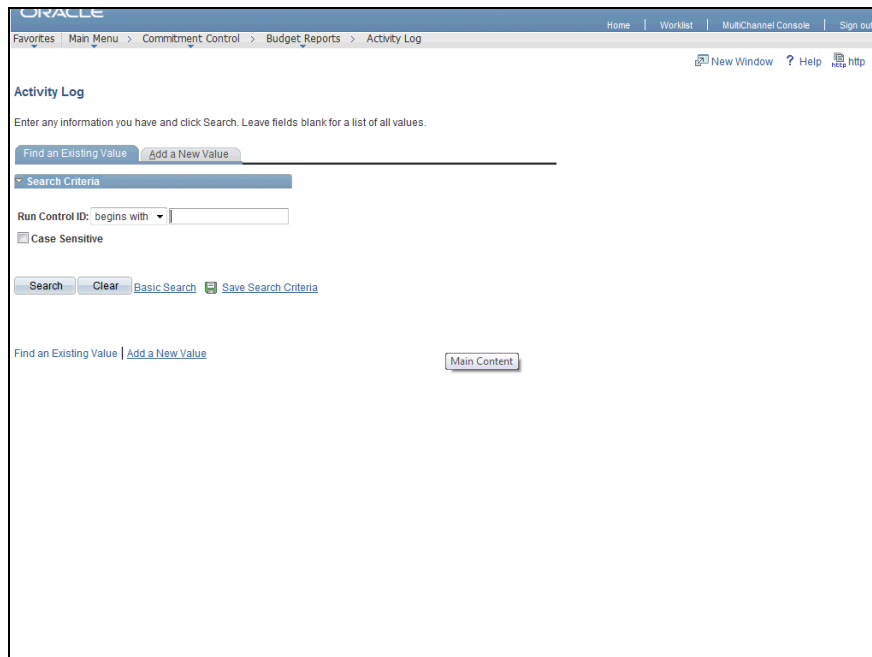
After completing this topic, you will be able to:

- Create a run control for running the Commitment Control Activity Log Report
- Generate and review Commitment Control Activity Log Report

Procedure

In this topic, you will run the Commitment Control Activity Log Report.

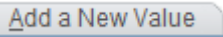
Step	Action
1.	Begin by navigating to the Commitment Control Activity Log run control page. Click the Main Menu button. 
2.	Click the Menu not sorted. Click to sort in ascending order. button. 
3.	Click the Commitment Control menu. 
4.	Click the Budget Reports menu. 
5.	Click the Activity Log menu. 

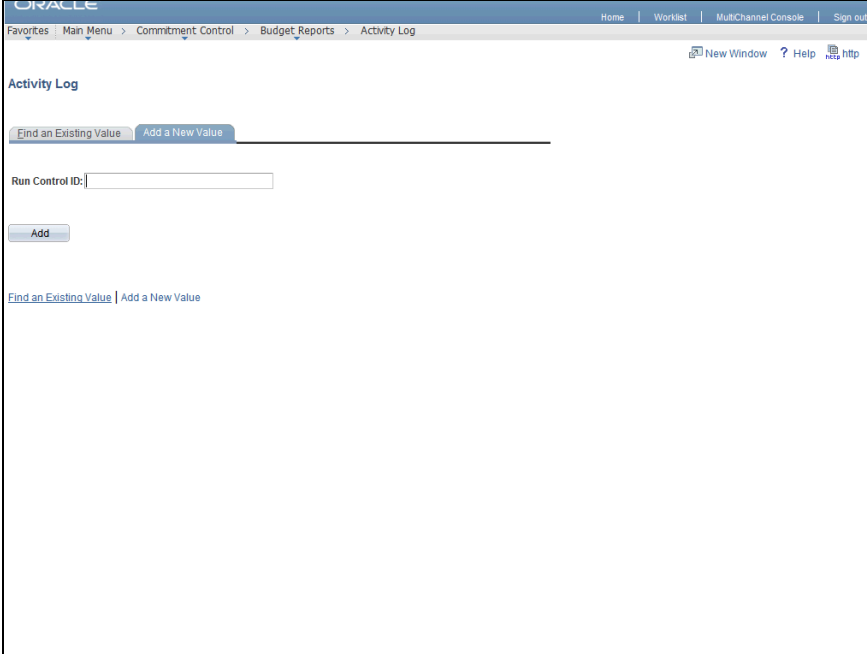


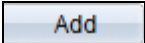
The screenshot shows the Oracle Commitment Control Activity Log run control page. The breadcrumb navigation at the top reads: Home > Main Menu > Commitment Control > Budget Reports > Activity Log. The page title is "Activity Log". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a "Search Criteria" section with a dropdown menu set to "Run Control ID: begins with" and an adjacent text input field. There is also a "Case Sensitive" checkbox. At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the very bottom of the page, there are links for "Find an Existing Value", "Add a New Value", and a "Main Content" button.

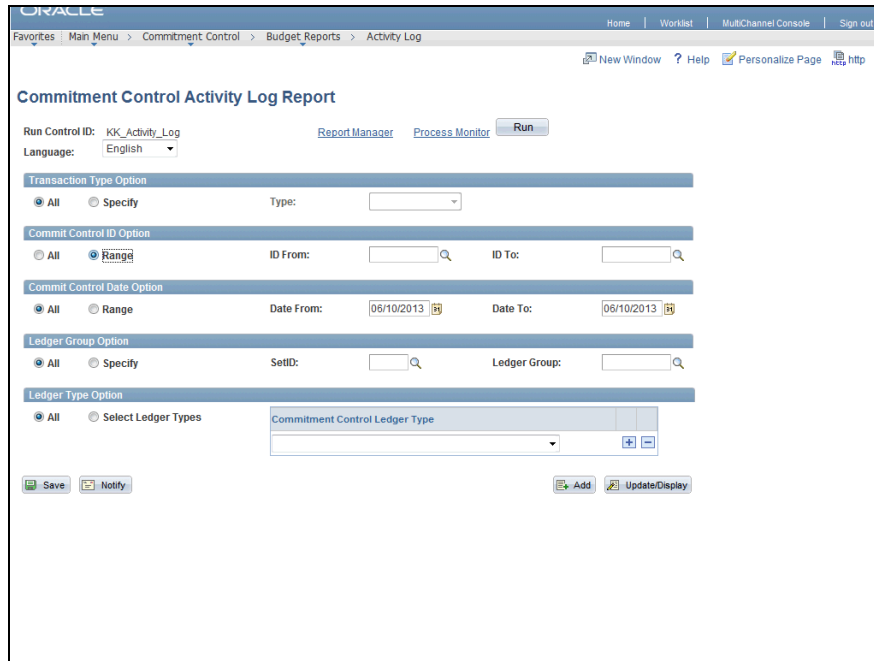
Training Guide

Commitment Control Reports

Step	Action
6.	<p>The Activity Log search page displays.</p> <p>Click the Add a New Value tab.</p> 



Step	Action
7.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. Enter "KK_Activity_Log".</p>
8.	<p>Click the Add button.</p> 



ORACLE
 Home | Worklist | MultiChannel Console | Sign out
 Favorites | Main Menu > Commitment Control > Budget Reports > Activity Log
 New Window ? Help Personalize Page http

Commitment Control Activity Log Report

Run Control ID: KK_Activity_Log
 Language: English
[Report Manager](#) [Process Monitor](#) [Run](#)

Transaction Type Option
☒ All ☐ Specify Type:


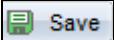
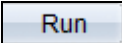
Commit Control ID Option
☐ All ☒ Range ID From: ID To:

Commit Control Date Option
☒ All ☐ Range Date From: 06/10/2013 Date To: 06/10/2013

Ledger Group Option
☒ All ☐ Specify SetID: Ledger Group:

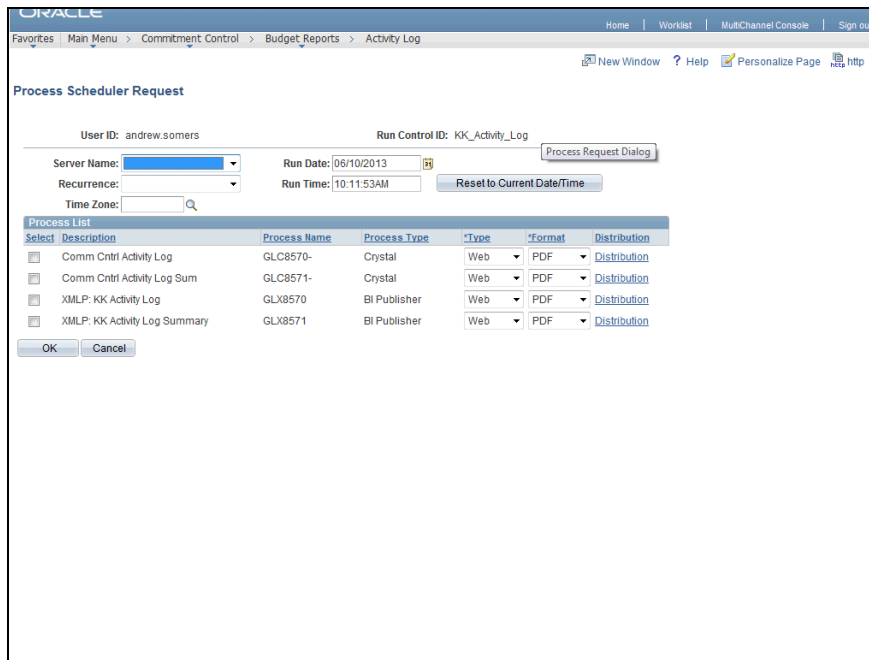
Ledger Type Option
☒ All ☐ Select Ledger Types
 Commitment Control Ledger Type

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
9.	The Commitment Control Activity Log Report page displays. Click the Range option in the Commit Control Date Option field. 
10.	Enter the desired information into the Date From field. Enter " 6/10/2012 " to see the range of one year, leaving the Date To field 'as is'.
11.	Click the Save button. 
12.	Click the Run button. 

Training Guide

Commitment Control Reports



Oracle
Favorites | Main Menu > Commitment Control > Budget Reports > Activity Log
Home | Worklist | MultiChannel Console | Sign out
New Window ? Help Personalize Page http

Process Scheduler Request

User ID: andrew.somers Run Control ID: KK_Activity_Log





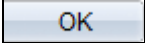

Server Name: [dropdown] Run Date: 06/10/2013 [calendar icon] Process Request Dialog

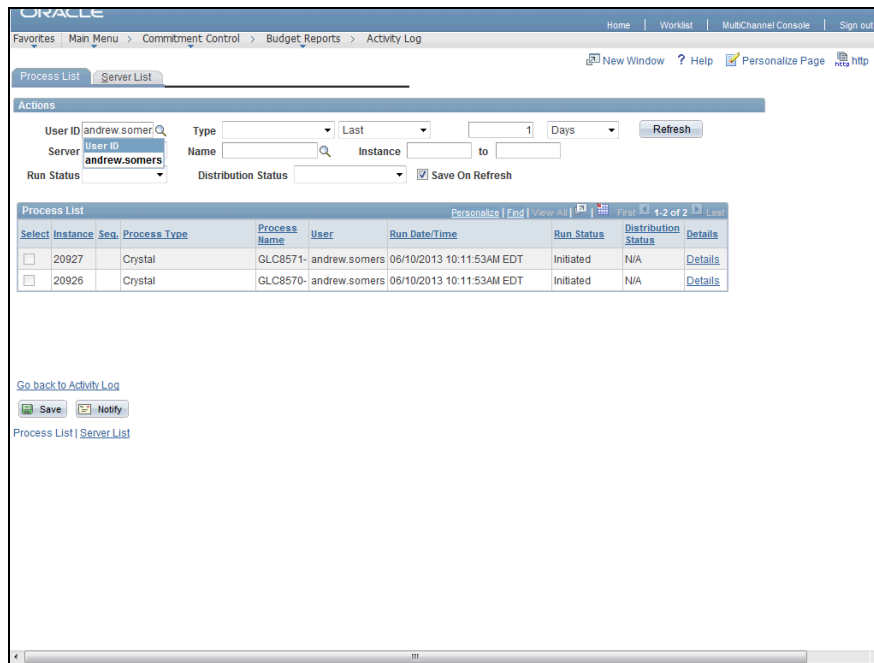
Recurrence: [dropdown] Run Time: 10:11:53AM [Reset to Current Date/Time]

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Comm Cntrl Activity Log	GLC8570-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Comm Cntrl Activity Log Sum	GLC8571-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	XMLP: KK Activity Log	GLX8570	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP: KK Activity Log Summary	GLX8571	BI Publisher	Web	PDF	Distribution

OK Cancel

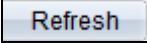

Step	Action
13.	The Process Scheduler Request page displays. Click the Server Name list. 
14.	Click the PSNT list item. 
15.	Click the Select option for Comm Cntrl Activity Log . 
16.	Click the Select option for Comm Cntrl Activity Log Sum . 
17.	Click the OK button. 
18.	Click the Process Monitor link. 



The screenshot shows the Oracle Commitment Control interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Commitment Control > Budget Reports > Activity Log'. The main area has two tabs: 'Process List' (selected) and 'Server List'. Under the 'Process List' tab, there's an 'Actions' section with search filters: 'User ID' (set to 'andrew.somers'), 'Type', 'Last' (set to '1' Days), 'Server' (set to 'andrew.somers'), 'Name', 'Instance', 'to', 'Run Status', 'Distribution Status', and a 'Refresh' button. Below the filters is a table with the following data:

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	20927		Crystal	GLC8571-	andrew.somers	06/10/2013 10:11:53AM EDT	Initiated	N/A	Details
<input type="checkbox"/>	20926		Crystal	GLC8570-	andrew.somers	06/10/2013 10:11:53AM EDT	Initiated	N/A	Details

Below the table, there are links for 'Go back to Activity Log', 'Save', and 'Notify'. At the bottom, there are tabs for 'Process List' and 'Server List'.

Step	Action
19.	<p>The Process List displays.</p> <p>Click the Refresh button.</p> 
20.	<p>Click the Details link for which ever report you wish to view, once the Run Status has changed to Success.</p> 

Training Guide

Commitment Control Reports

ORACLE

Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Commitment Control > Budget Reports > Activity Log

New Window ? Help Personalize Page http

Process Detail

Process	
Instance	20927
Type	Crystal
Name	GLC8571-
Description	Comm Cntrl Activity Log Sum
Run Status	Success
Distribution Status	N/A

Run	Update Process
Run Control ID	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location	Server
Server	PSINT
Recurrence	

Process Detail

Date/Time	Actions
Request Created On	06/10/2013 10:12:25AM EDT
Run Anytime After	06/10/2013 10:11:53AM EDT
Began Process At	06/10/2013 10:12:33AM EDT
Ended Process At	06/10/2013 10:12:59AM EDT

Parameters Transfer

Message Log

Batch Timings

View Log/Trace

OK Cancel

Step	Action
21.	<p>The Process Detail page displays.</p> <p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>

ORACLE

Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Commitment Control > Budget Reports > Activity Log

New Window ? Help Personalize Page http

View Log/Trace

Report	
Report ID:	16172
Process Instance:	20927
Name:	GLC8571-
Process Type:	Crystal
Run Status:	Success

Comm Cntrl Activity Log Sum

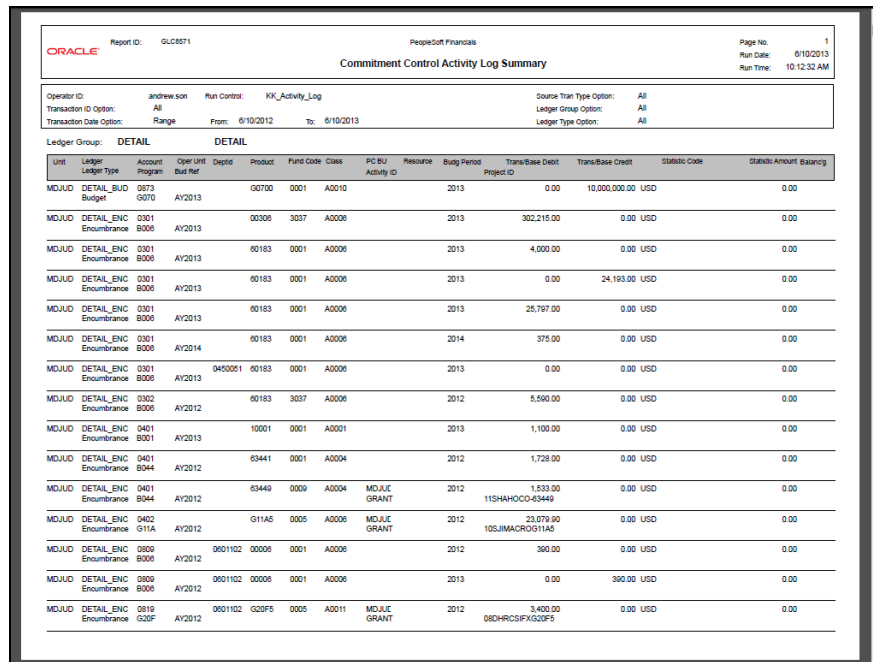
Distribution Details	
Distribution Node:	PSUNIX
Expiration Date:	06/17/2013

File List		
Name	File Size (bytes)	Datetime Created
CRW_GLC8571-20927.log	0	06/10/2013 10:13:13.122343AM EDT
GLC8571-20927.PDF	931,587	06/10/2013 10:13:13.122343AM EDT
pssqltrace.trc	490	06/10/2013 10:13:13.122343AM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	andrew.somers

Return

Step	Action
22.	<p>The View Log/Trace page displays.</p> <p>Click the GLC8571- 20927.PDF link.</p> <p>GLC8571- 20927.PDF</p>



The screenshot shows the Oracle Commitment Control Activity Log Summary report. The report header includes the Oracle logo, Report ID: GLC8571, PeopleSoft Financials, and Page No. 1. The report title is "Commitment Control Activity Log Summary". The report parameters are: Operator ID: andrewson, Run Control: KFC_Activity_Log, Transaction ID Option: All, Transaction Date Option: Range, From: 6/10/2012, To: 6/10/2013, Source Tran Type Option: All, Ledger Group Option: All, and Ledger Type Option: All. The report is divided into two sections: DETAIL and DETAIL. The DETAIL section contains a table with columns: Unit, Ledger, Ledger Type, Account, Oper Unit, Debit, Product, Fund Code, Class, PC BU, Resource, Budget Period, Project ID, Trans/Rease Debit, Trans/Rease Credit, Statistic Code, and Statistic Amount. The table lists various transactions, including Budget, Encumbrance, and Grant transactions, with their respective amounts and dates.

Step	Action
23.	<p>The Commitment Control Activity Log Summary Report displays in a new window.</p>

Training Guide

Commitment Control Reports



Report ID: GLC8571-20927

Operator ID: andrew.somers Run Control: KK_Activity_Log

Transaction ID Option: All Source Tran Type Option: All

Transaction Date Option: Range From: 6/10/2012 To: 6/10/2013 Ledger Group Option: All

Ledger Type Option: All

Ledger Group: DETAIL

Unit	Ledger Type	Account Program	Open Unit	Product	Fund Code	Class	PC BU Activity ID	Resource	Budget Period	Trans Base Debit	Trans Base Credit	Statistic Code	Statistic Amount	Balance
MDJUD	DETAIL_BUD	0073	AV/2013	00700	0001	A0010			2013	0.00	10,000,000.00	USD		0.00
MDJUD	DETAIL_ENC	0301	AV/2013	00306	3037	A0006			2013	302,215.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0301	AV/2013	00183	0001	A0006			2013	4,000.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0301	AV/2013	00183	0001	A0006			2013	0.00	24,193.00	USD		0.00
MDJUD	DETAIL_ENC	0301	AV/2013	00183	0001	A0006			2013	25,767.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0301	AV/2014	00183	0001	A0006			2014	375.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0301	AV/2013	0450051	00183	0001	A0006		2013	0.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0302	AV/2012	00183	3037	A0006			2012	5,560.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0401	AV/2013	10001	0001	A0001			2013	1,100.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0401	AV/2012	63441	0001	A0004			2012	1,728.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0401	AV/2012	63440	0009	A0004	MDJUC GRANT		2012	1,533.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0402	AV/2012	G11A5	0005	A0006	MDJUC GRANT		2012	23,079.90	0.00	USD		0.00
MDJUD	DETAIL_ENC	0809	AV/2012	0601102	00009	0001	A0006		2012	360.00	0.00	USD		0.00
MDJUD	DETAIL_ENC	0809	AV/2012	0601102	00009	0001	A0006		2013	0.00	360.00	USD		0.00
MDJUD	DETAIL_ENC	0816	AV/2012	0601102	G20F5	0005	A0011	MDJUC GRANT	2012	5,400.00	0.00	USD		0.00

Step	Action
24.	Click the Close Tab button to return back to the View/Log Trace page.

ORACLE

Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu | Commitment Control | Budget Reports | Activity Log

New Window ? Help Personalize Page http

View Log/Trace

Report ID: 16172 Process Instance: 20927 [Message Log](#)

Name: GLC8571- Process Type: Crystal

Run Status: Success

Comm Cntrl Activity Log Sum

Distribution Details

Distribution Node: PSUNDX Expiration Date: 06/17/2013

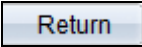
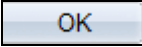
File List

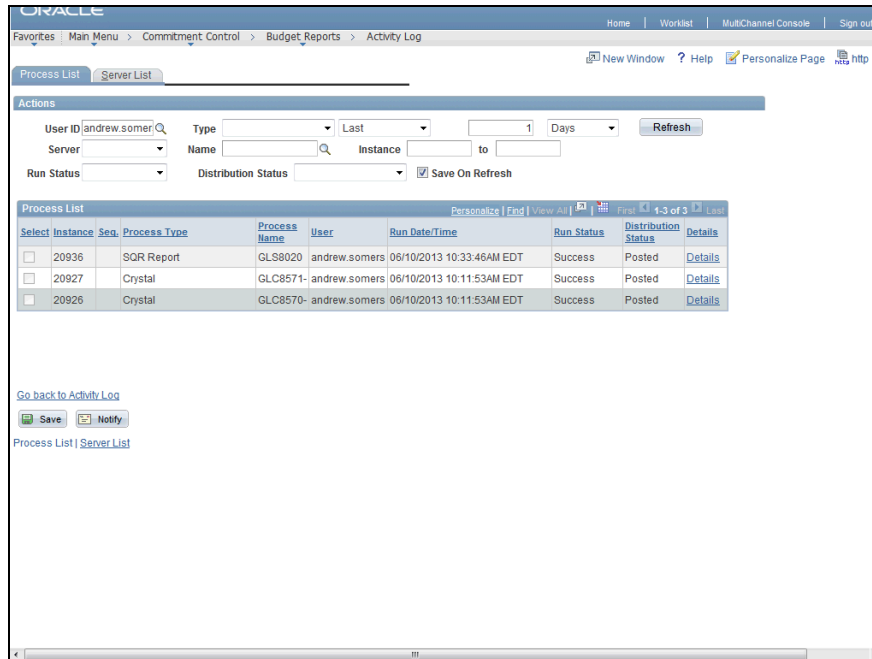
Name	File Size (bytes)	Datetime Created
CRW_GLC8571-20927.log	0	06/10/2013 10:13:13.122343AM EDT
GLC8571-20927.PDF	931,587	06/10/2013 10:13:13.122343AM EDT
cssoltrace.ttc	490	06/10/2013 10:13:13.122343AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	andrew.somers

[Return](#)


Step	Action
25.	Click the Return button. 
26.	Click the OK button. 



Oracle Commitment Control Activity Log interface. The 'Process List' tab is active. The table shows the following data:

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	20936		SQR Report	GLS8020	andrew.somers	06/10/2013 10:33:46AM EDT	Success	Posted	Details
<input type="checkbox"/>	20927		Crystal	GLC8571-	andrew.somers	06/10/2013 10:11:53AM EDT	Success	Posted	Details
<input type="checkbox"/>	20926		Crystal	GLC8570-	andrew.somers	06/10/2013 10:11:53AM EDT	Success	Posted	Details

Below the table, there are links for 'Go back to Activity Log', 'Save', 'Notify', and 'Process List | Server List'.

Step	Action
27.	The Process List displays once again. Click the Details link for the Activity Log Report to review the other report you generated. 

Training Guide

Commitment Control Reports

ORACLE

Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Commitment Control > Budget Reports > Activity Log

New Window ? Help Personalize Page http

Process Detail

Process	
Instance	20926
Type	Crystal
Name	GLC8570-
Description	Comm Cntrl Activity Log
Run Status	Success
Distribution Status	Posted


Run	Update Process
Run Control ID KK_Activity_Log	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 06/10/2013 10:12:25AM EDT	Parameters Transfer
Run Anytime After 06/10/2013 10:11:53AM EDT	Message Log
Began Process At 06/10/2013 10:12:33AM EDT	Batch Timings
Ended Process At 06/10/2013 10:17:28AM EDT	View Log/Trace

OK Cancel

Step	Action
28.	<p>The Process Detail page displays.</p> <p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>
29.	<p>The View Log/Trace page displays.</p> <p>Click the GLC8570-_20926.PDF link.</p> <p>GLC8570-_20926.PDF</p>

Report ID: GLC8570										Page No: 1									
Commitment Control Activity Log										Run Date: 6/10/2013									
Operator ID: andrew.son										Run Control: KIC_Activity_Log									
Transaction ID Option: All										Source Tran Type Option: All									
Transaction Date Option: Range										Ledge Group Option: All									
From: 6/10/2012										Ledge Type Option: All									
To: 6/10/2013																			
Transaction Date: 2/21/2013										Transaction ID: 0000001123									
										Source Transaction Type: GL Budget Entry									
Business Unit: MDJUD										Journal ID: 000000172									
										Journal Date: 2/21/2013									
Ledge Group: OPER_DTL										Operating Detail Budget Def									
Ledge: OP_DTL_BUD										Ledge Type: Budget									
Trans Line	GL Unit	Account	Op Unit	Dept	Product	Fund Code	Class	PC BU	Resource	Budget Period	FY	Period	Trans Base Credit	Trans Base Credit	Stat Code	Stat Amount	Balance		
1	MDJUD	0401	B006	C25	AY2013	60081	0001	A0006		2013	2013	8	0.00	5,000.00	USD		0.00	N	
2	MDJUD	0403	B006	C25	AY2013	60081	0001	A0006		2013	2013	8	0.00	5,000.00	USD		0.00	N	
Subtotal Base Currency Amount:													0.00	10,000.00	USD				
Ledge Group: OPER_SUM										Operating Summary Budget Def									
Ledge: OP_SUM_BUD										Ledge Type: Budget									
Trans Line	GL Unit	Account	Op Unit	Dept	Product	Fund Code	Class	PC BU	Resource	Budget Period	FY	Period	Trans Base Credit	Trans Base Credit	Stat Code	Stat Amount	Balance		
1	MDJUD	0400	B006	C25	AY2013	60081	0001	A0006		2013	2013	8	0.00	5,000.00	USD		0.00	N	
2	MDJUD	0400	B006	C25	AY2013	60081	0001	A0006		2013	2013	8	0.00	5,000.00	USD		0.00	N	
Subtotal Base Currency Amount:													0.00	10,000.00	USD				
Ledge Group: PROGRAM										Program Budget Definition									
Ledge: PROG_BUD										Ledge Type: Budget									
Trans Line	GL Unit	Account	Op Unit	Dept	Product	Fund Code	Class	PC BU	Resource	Budget Period	FY	Period	Trans Base Credit	Trans Base Credit	Stat Code	Stat Amount	Balance		
1	MDJUD		B006	AY2013						2013	2013	8	0.00	5,000.00	USD		0.00	N	
2	MDJUD		B006	AY2013						2013	2013	8	0.00	5,000.00	USD		0.00	N	
Subtotal Base Currency Amount:													0.00	10,000.00	USD				

Step	Action
30.	The Commitment Control Activity Log Report displays. Review the information on the page.
31.	Click the Close Tab button to return back to your report search page. 
32.	You have successfully completed the <i>Running the Activity Log Report</i> topic. You have learned how to: - generate the activity log report and activity log summary report End of Procedure.

7.5 Running the Budget Status Report

In this topic, you will run the Budget Status Report. You will create a run control to execute the Budget Status Report.

After completing this topic, you will be able to:



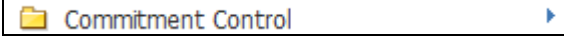

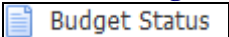
- Create a run control for running the Budget Status Report
- Generate and review the Budget Status Report

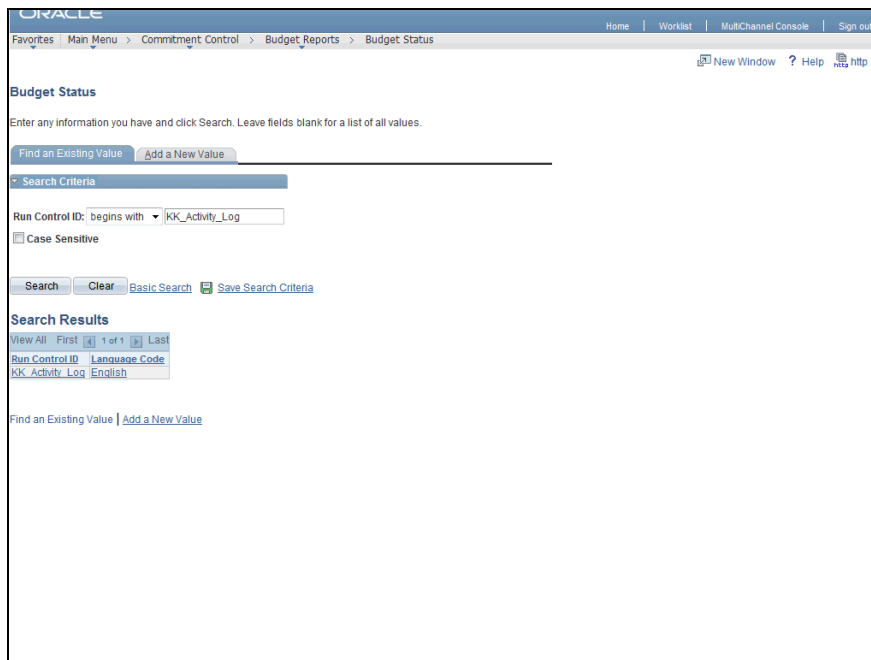
Procedure

In this topic, you will run the **Budget Status** report.

Training Guide

Commitment Control Reports

Step	Action
1.	Navigate to the Budget Status run control page. Click the Main Menu button. 
2.	Click the Menu not sorted. Click to sort in ascending order. button. 
3.	Click the Commitment Control menu. 
4.	Click the Budget Reports menu. 
5.	Click the Budget Status menu. 



ORACLE
Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Status

New Window ? Help http

Budget Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Run Control ID: begins with KK_Activity_Log

Case Sensitive

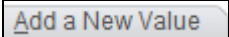
Search Clear Basic Search Save Search Criteria

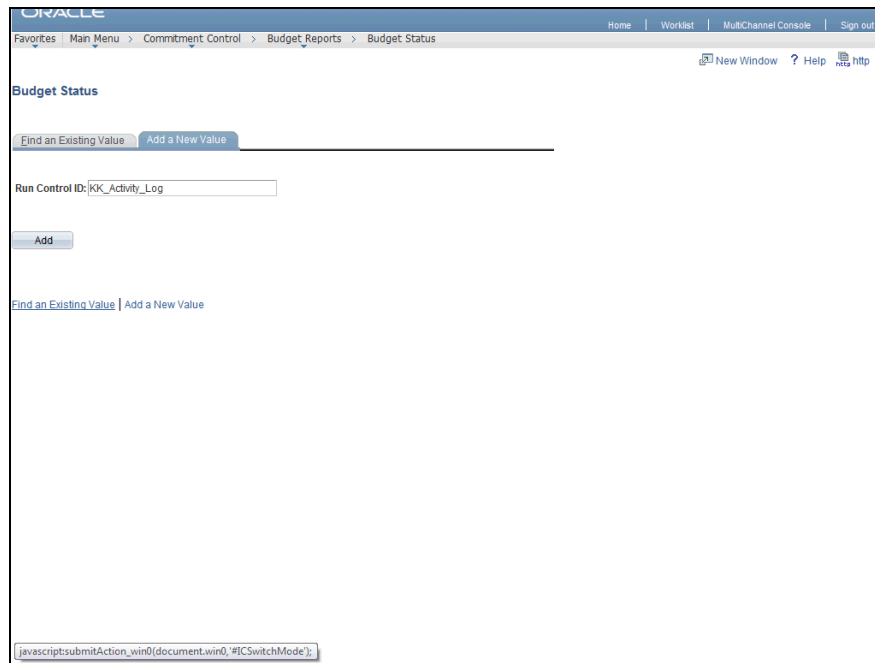
Search Results

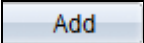
View All First 1 of 1 Last

Run Control ID	Language Code
KK_Activity_Log	English

Find an Existing Value Add a New Value

Step	Action
6.	The Budget Status search page displays. Click the Add a New Value tab. 



Step	Action
7.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. Enter "BUDGET_STATUS".</p>
8.	<p>Click the Add button.</p> 

Training Guide
Commitment Control Reports



ORACLE

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Status

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page http

Commitment Control Budget Status Report

Run Control ID: BUDGET_STATUS Report Manager Process Monitor Run

Language: English

Report Request Parameters


*Unit:

*Ledger Group:

Refresh

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save Add Update/Display

Step	Action
9.	<p>The Commitment Control Budget Status Report page displays.</p> <p>Click the Look up Unit button.</p> 

ORACLE

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Status

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page http

Commitment Control Budget Status Report

Run Control ID: BUDGET_STATUS Report Manager Process Monitor Run

Language: English

Report Request Parameters

*Unit:

*Ledger Group:

Refresh

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save Add Update/Display

Look Up Unit

Business Unit: begins with

Description: begins with



Look Up Clear Cancel Basic Lookup

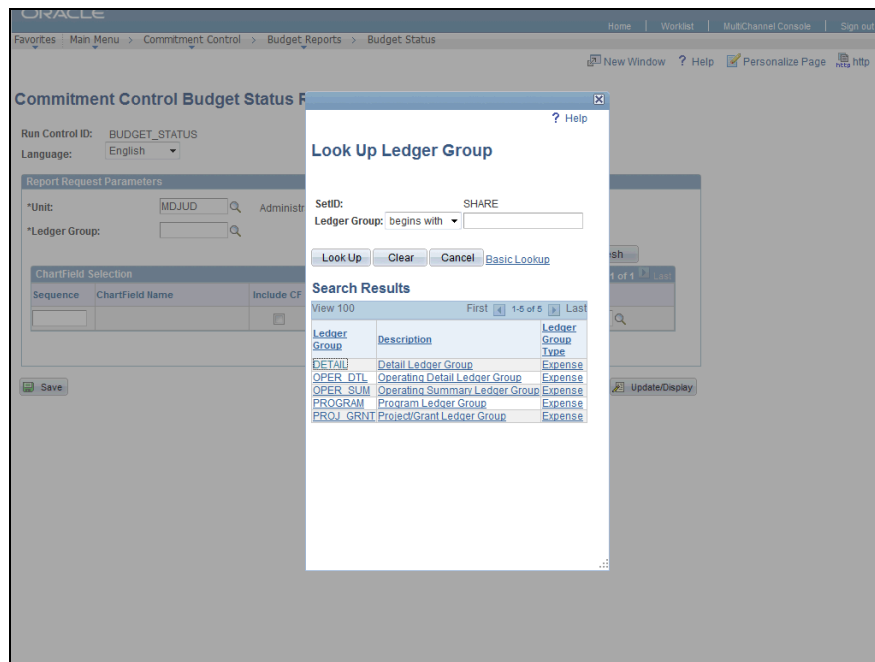
Search Results


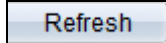
View 100 First 1 of 1 Last

Business Unit	Description
MOJUD	Administrative Office of Court

javascript:doUpdateParent(document.win0,'#ICRow0');

Step	Action
10.	The Look Up Unit window displays. Click the MDJUD link. 
11.	Click the Look up Ledger Group button. 



Step	Action
12.	The Look Up Ledger Group window displays. Click the OPER_DTL link. 
13.	Click the Refresh button. 

Training Guide

Commitment Control Reports

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Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Status

New Window ? Help Personalize Page http

Commitment Control Budget Status Report

Run Control ID: BUDGET_STATUS Report Manager Process Monitor Run

Language: English

Report Request Parameters

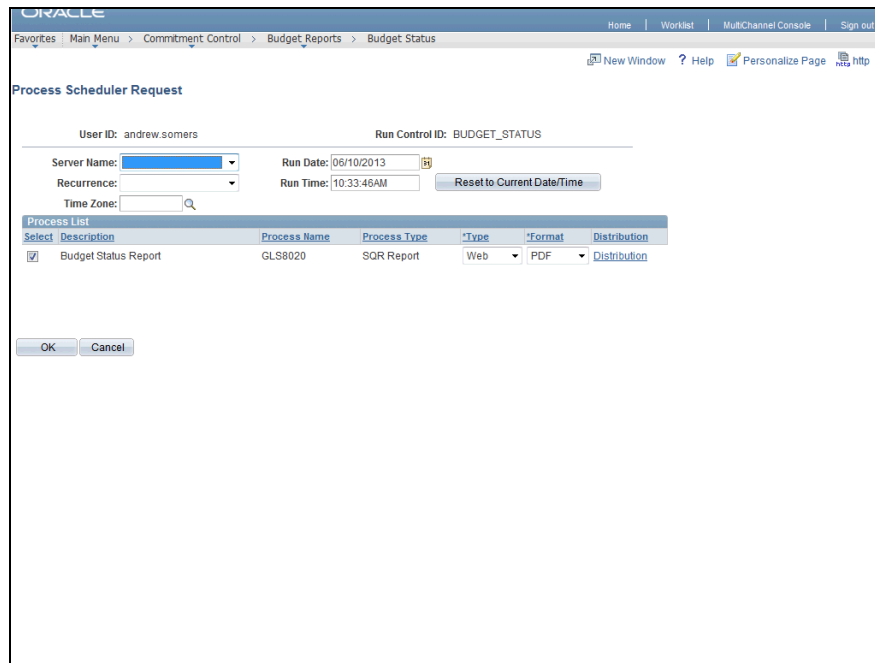
*Unit: MDJUD Administrative Office of Court

*Ledger Group: OPER_DTL Operating Detail Ledger Group

Refresh

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	Appropriation Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8	Department	<input type="checkbox"/>	<input type="checkbox"/>		
9	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>		
10	Project	<input type="checkbox"/>	<input type="checkbox"/>		
11	Activity	<input type="checkbox"/>	<input type="checkbox"/>		
12	Source Type	<input type="checkbox"/>	<input type="checkbox"/>		
13	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		
15	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		

Step	Action
14.	Select the Include CF options for the following fields: <ul style="list-style-type: none"> - Batch Agency - Program Cost Account - Fund - Account - Program Code - Appropriation Number - Approp Year
15.	Click the Subtotal option for Program Cost Account . <input type="checkbox"/>
16.	Scroll down to view the Save button.
17.	Click the Save button. <input type="button" value="Save"/>
18.	Click the Run button. <input type="button" value="Run"/>



Process Scheduler Request

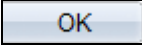

User ID: andrew.somers Run Control ID: BUDGET_STATUS

Server Name: Run Date: 06/10/2013

Recurrence: Run Time: 10:33:46AM

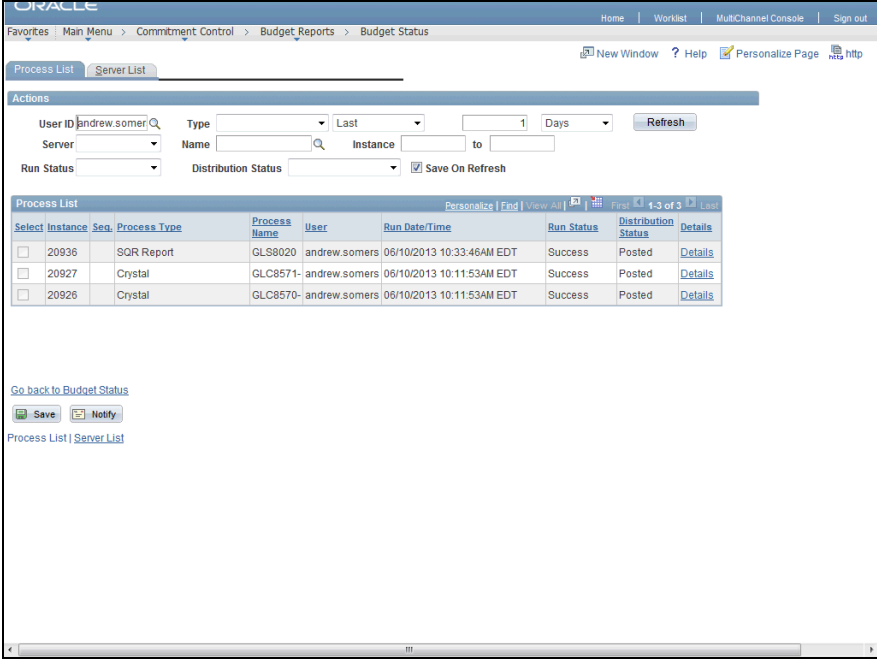
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Status Report	GLS020	SQR Report	Web	PDF	Distribution

Step	Action
19.	<p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p> 
20.	<p>Click the Process Monitor link.</p> 

Training Guide

Commitment Control Reports



Oracle Commitment Control Budget Status

Process List | Server List

Actions

User ID: andrew.somers | Type: | Last: | Days: | Refresh

Server: | Name: | Instance: | to: |

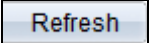
Run Status: | Distribution Status: | Save On Refresh

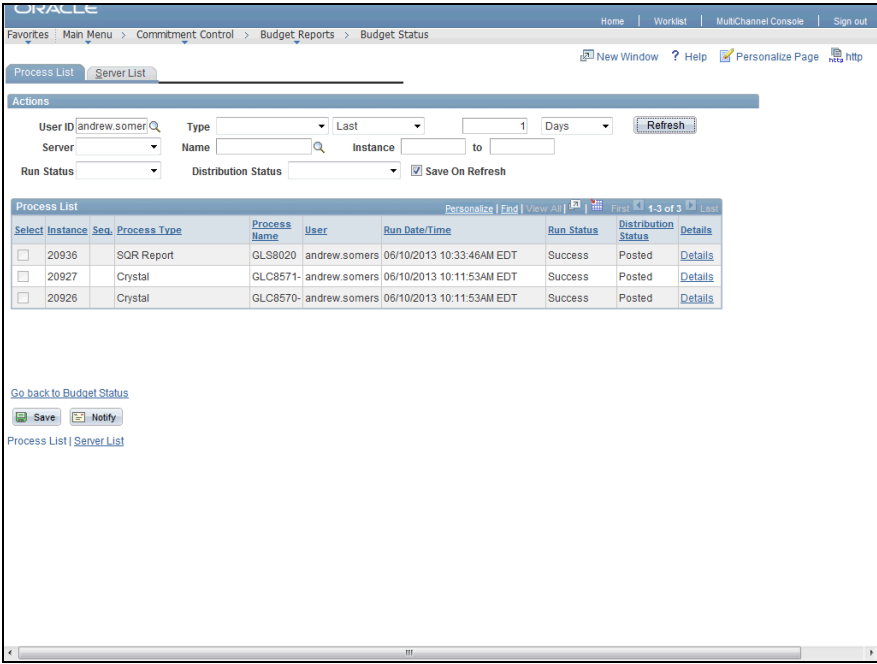
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	20936		SQR Report	GLS8020	andrew.somers	06/10/2013 10:33:46AM EDT	Success	Posted	Details
<input type="checkbox"/>	20927		Crystal	GLC8571-	andrew.somers	06/10/2013 10:11:53AM EDT	Success	Posted	Details
<input type="checkbox"/>	20926		Crystal	GLC8570-	andrew.somers	06/10/2013 10:11:53AM EDT	Success	Posted	Details

Go back to Budget Status

Save | Notify

Process List | Server List

Step	Action
21.	<p>The Process List displays.</p> <p>Click the Refresh button.</p> 



Oracle Commitment Control Budget Status

Process List | Server List

Actions

User ID: andrew.somers | Type: | Last: | Days: | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | Save On Refresh

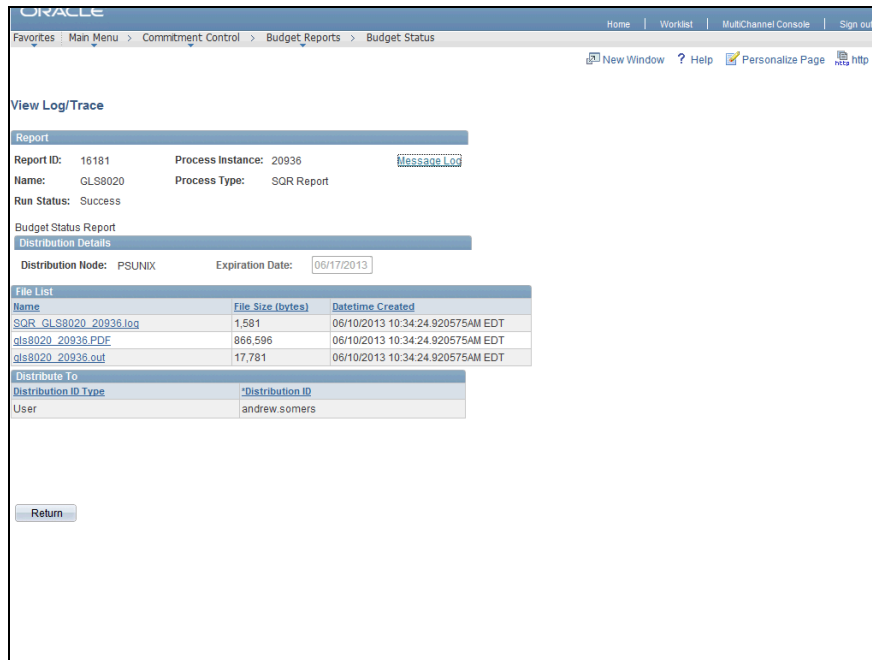
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	20936		SQR Report	GLS8020	andrew.somers	06/10/2013 10:33:46AM EDT	Success	Posted	Details
<input type="checkbox"/>	20927		Crystal	GLC8571-	andrew.somers	06/10/2013 10:11:53AM EDT	Success	Posted	Details
<input type="checkbox"/>	20926		Crystal	GLC8570-	andrew.somers	06/10/2013 10:11:53AM EDT	Success	Posted	Details

Go back to Budget Status

Save | Notify

Process List | Server List

Step	Action
22.	Click the Details link once the Run Status reads Success . Details
23.	The Process Detail page displays. Click the View Log/Trace link. View Log/Trace



ORACLE
Home | Worklist | MultiChannel Console | Sign out
Favorites | Main Menu | Commitment Control | Budget Reports | Budget Status

New Window ? Help Personalize Page http

View Log/Trace

Report

Report ID: 16181 Process Instance: 20936 [Message Log](#)
Name: GLS8020 Process Type: SQR Report
Run Status: Success

Budget Status Report

Distribution Details

Distribution Node: PSUNIX Expiration Date: 06/17/2013

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS8020_20936.log	1,581	06/10/2013 10:34:24.920575AM EDT
gls8020_20936.PDF	866,596	06/10/2013 10:34:24.920575AM EDT
gls8020_20936.out	17,781	06/10/2013 10:34:24.920575AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	andrew.somers

[Return](#)

Step	Action
24.	The View Log/Trace page displays. Click the gls8020_20936.PDF link. gls8020_20936.PDF

Training Guide

Commitment Control Reports



Report ID: GL68020
 Bus. Unit: MJDUD-Administrative Office of Court
 Ledger Grp: OPER_DTL -- Operating Detail Ledger Group
 Currency : USD
 Chartfields Criteria
 Batch Ayr: All values
 Approp Number: All values

PeopleSoft GL
 BUDGET STATUS REPORT

Page No. 1
 Run Date 06/10/2013
 Run Time 10:34:11

PCA: All values
 Approp Yr: All values
 Fund: All values
 Account: All values
 Program: All values

Batch Ayr	PCA	Fund	Account	Program	Approp Number	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
C00	00009	0001	0872	B009	A0009	2,000,000.00	0.00	0.00	20,000.00	0.00	1,980,000.00
AT2013											
C00	00306	3037	0401	B006	A0006	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
AT2012											
C00	40091	0001	0891	B006	A0006	0.00	0.00	0.00	0.00	5.00	-5.00
AT2013											
C15	00306	3037	0401	B006	A0006	16,001,000.00	0.00	0.00	0.00	30,574.50	15,970,425.50
AT2012											
C17	00306	3037	0301	B006	A0006	1,000,000.00	0.00	1,664.00	301,445.00	2,565.00	694,306.00
AT2013											
C16		0001	0891	B006	A0006	0.00	0.00	0.00	0.00	246.11	-246.11
AT2013											
C16	00001	0001	0101	B001	A0001	5,032,830.00	0.00	0.00	0.00	0.00	5,032,830.00
AT2011											
C16	00001	0001	0101	B001	A0001	11,535,190.00	0.00	0.00	0.00	0.00	11,535,190.00
AT2012											
C16	00001	0001	0102	B001	A0001	4,197,373.00	0.00	0.00	0.00	0.00	4,197,373.00
AT2011											
C16	00001	0001	0102	B001	A0001	8,161,188.00	0.00	0.00	0.00	0.00	8,161,188.00
AT2012											
C16	00001	0001	0104	B001	A0001	8,070.00	0.00	0.00	0.00	0.00	8,070.00
AT2011											
C16	00001	0001	0104	B001	A0001	13,000.00	0.00	0.00	0.00	0.00	13,000.00
AT2012											
C16	00001	0001	0110	B001	A0001	103,296.00	0.00	0.00	0.00	0.00	103,296.00
AT2012											
C16	00001	0001	0111	B001	A0001	9,443.00	0.00	0.00	0.00	0.00	9,443.00
AT2011											
C16	00001	0001	0111	B001	A0001	26,200.00	0.00	0.00	0.00	0.00	26,200.00
AT2012											
C16	00001	0001	0112	B001	A0001	8,246.00	0.00	0.00	0.00	0.00	8,246.00
AT2011											
C16	00001	0001	0112	B001	A0001						

Step	Action
25.	<p>The Budget Status Report displays in a new window.</p> <p>Review the information on the page.</p>



Report ID: GL68020
 Bus. Unit: MJDUD-Administrative Office of Court
 Ledger Grp: OPER_DTL -- Operating Detail Ledger Group
 Currency : USD
 Chartfields Criteria
 Batch Ayr: All values
 Approp Number: All values

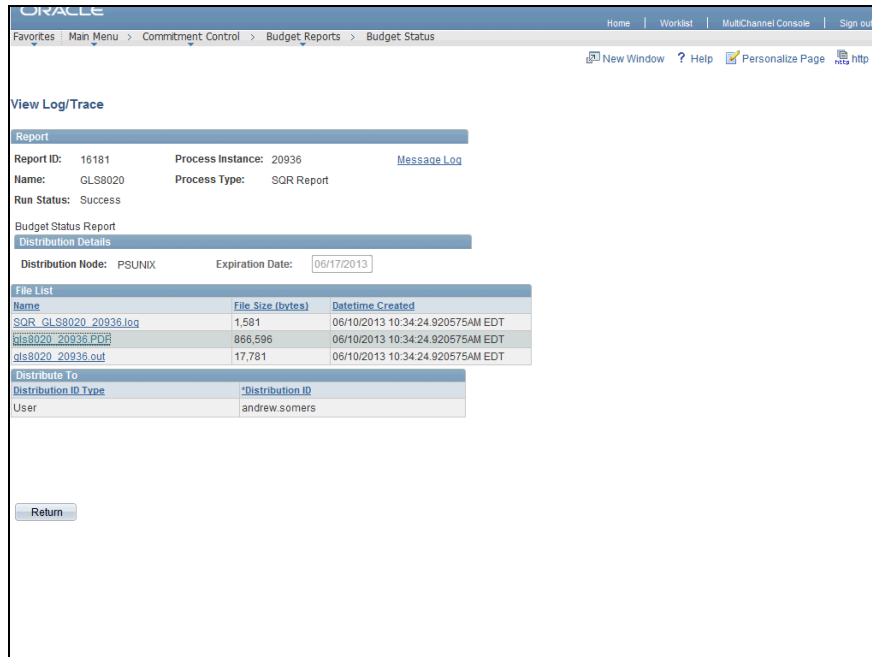
PeopleSoft GL
 BUDGET STATUS REPORT

Page No. 1
 Run Date 06/10/2013
 Run Time 10:34:11

PCA: All values
 Approp Yr: All values
 Fund: All values
 Account: All values
 Program: All values

Batch Ayr	PCA	Fund	Account	Program	Approp Number	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
C00	00009	0001	0872	B009	A0009	2,000,000.00	0.00	0.00	20,000.00	0.00	1,980,000.00
AT2013											
C00	00306	3037	0401	B006	A0006	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00
AT2012											
C00	40091	0001	0891	B006	A0006	0.00	0.00	0.00	0.00	5.00	-5.00
AT2013											
C15	00306	3037	0401	B006	A0006	16,001,000.00	0.00	0.00	0.00	30,574.50	15,970,425.50
AT2012											
C17	00306	3037	0301	B006	A0006	1,000,000.00	0.00	1,664.00	301,445.00	2,565.00	694,306.00
AT2013											
C16		0001	0891	B006	A0006	0.00	0.00	0.00	0.00	246.11	-246.11
AT2013											
C16	00001	0001	0101	B001	A0001	5,032,830.00	0.00	0.00	0.00	0.00	5,032,830.00
AT2011											
C16	00001	0001	0101	B001	A0001	11,535,190.00	0.00	0.00	0.00	0.00	11,535,190.00
AT2012											
C16	00001	0001	0102	B001	A0001	4,197,373.00	0.00	0.00	0.00	0.00	4,197,373.00
AT2011											
C16	00001	0001	0102	B001	A0001	8,161,188.00	0.00	0.00	0.00	0.00	8,161,188.00
AT2012											
C16	00001	0001	0104	B001	A0001	8,070.00	0.00	0.00	0.00	0.00	8,070.00
AT2011											
C16	00001	0001	0104	B001	A0001	13,000.00	0.00	0.00	0.00	0.00	13,000.00
AT2012											
C16	00001	0001	0110	B001	A0001	103,296.00	0.00	0.00	0.00	0.00	103,296.00
AT2012											
C16	00001	0001	0111	B001	A0001	9,443.00	0.00	0.00	0.00	0.00	9,443.00
AT2011											
C16	00001	0001	0111	B001	A0001	26,200.00	0.00	0.00	0.00	0.00	26,200.00
AT2012											
C16	00001	0001	0112	B001	A0001	8,246.00	0.00	0.00	0.00	0.00	8,246.00
AT2011											
C16	00001	0001	0112	B001	A0001						

Step	Action
26.	Click the AVPageView object. 
27.	Click the Close Tab (Ctrl+W) button. 



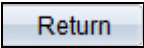
The screenshot shows the Oracle Budget Status Report interface. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Budget Reports > Budget Status. The page title is "View Log/Trace". The report details are as follows:

Report		
Report ID:	16181	Process Instance: 20936
Name:	GLS8020	Process Type: SQR Report
Run Status:	Success	

Below the report details, there is a section for "Budget Status Report" and "Distribution Details". The distribution node is PSUNIX and the expiration date is 06/17/2013. A "File List" table is also present:

Name	File Size (bytes)	Datetime Created
SQR_GLS8020_20936.log	1,581	06/10/2013 10:34:24.920575AM EDT
GLS8020_20936.PDF	866,596	06/10/2013 10:34:24.920575AM EDT
GLS8020_20936.out	17,781	06/10/2013 10:34:24.920575AM EDT

At the bottom, there is a "Distribute To" section with a table showing the distribution ID and type for the user andrew.somers.

Step	Action
28.	Click the Return button. 
29.	You have successfully completed the <i>Running the Budget Status Report</i> topic. You have learned how to: - generate the budget status report. End of Procedure.

Course Summary



Congratulations!

You have successfully completed the REP300-KK Commitment Control Reports course. In this course, you have learned how to:

- Generate and review Commitment Control Reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov.